G310
3:970-971
c.2

North Carolina State Library
Raleigh N. C.
Doc.

WILKES COMMUNITY COLLEGE

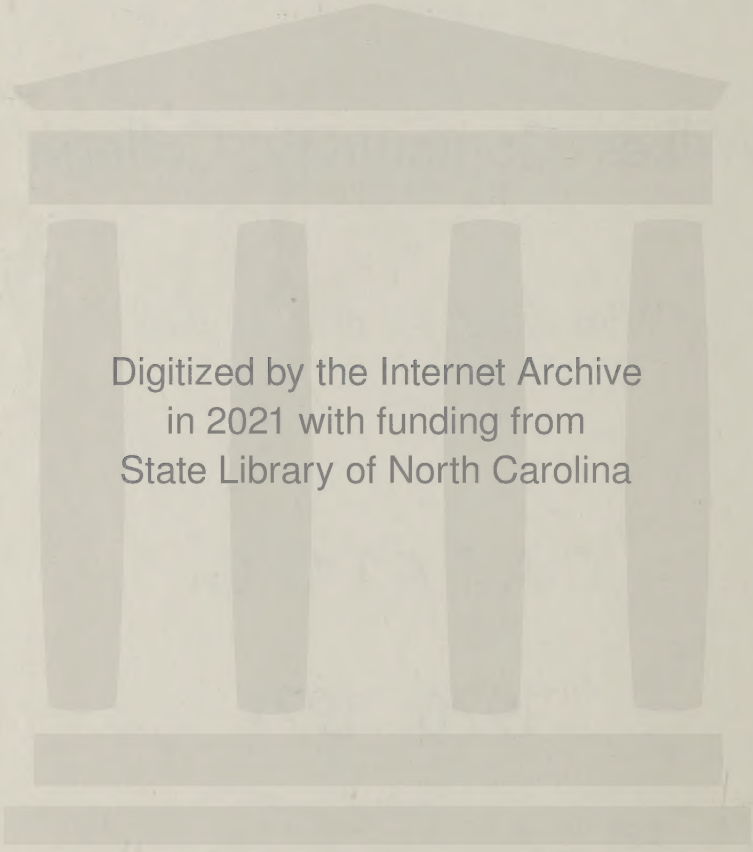
WILKESBORO NORTH CAROLINA

Wilkes Community College

Wilkesboro, North Carolina

CATALOG

1970 - 1971


Digitized by the Internet Archive
in 2021 with funding from
State Library of North Carolina

https://archive.org/details/wilkescommunityc00wilk

TABLE OF CONTENTS

Board of Trustees 4

College Personnel
- Administrative 5
- Staff 6
- Faculty 7-11
- Part-Time Faculty 11-16

Purpose 18

Admissions
- Admission Requirements 19
- Admission Procedures 19
- Transfer Students 19-20
- Transfer of Credit to Senior Institutions 20
- Probation and Suspension 20-21

Tuition and Fees 21
- Refund Policy 22
- Registration 22

Financial Aid 22
- Scholarships 22-24
- Student Loans 24
- Student Employment 24
- Social Security Benefits and Students 24
- Vocational Rehabilitation 25
- Veteran's Educational Assistance 25

Student Personnel Services 25
- Counseling Services 25-26
- Faculty Advisors 26
- Orientation 26
- Housing 26
- Health Services 26
- Selective Service 26
- Employment Placement 26-27

Academic Regulations
- Course Load 27
- Auditing Courses 27
- Adding and Dropping Courses 27
- Withdrawal From the College 27
- Attendance 27-28
- Grading System 28

Student Classification
- Degree Program 28
- Diploma Programs 28
- Student Conduct 29
- Requirements for Graduation 29

Library Regulations
- Circulation and Use of Books 29-30
- Fines, Damaged Books, Lost Books 30

Student Organizations and Activities
- Publications 30
- Student Government Association 31
- Circle K 31
- Student National Education Association 31
- Phi Beta Lambda 31
- College Theatre 31
- Athletics and Intramural Activities 31
- Cheerleaders 32

TABLE OF CONTENTS (Continued)

General Information
- Class Rings — 32
- Insurance — 32
- Student Records — 32
- Bookstore — 32
- Identification Cards — 32
- Parking — 33
- Honors — 33
- Who's Who Among Students in American Junior Colleges — 33
- Commencement Marshals — 33
- Telephone Services — 33
- College Property — 33
- Waiver of Responsibility — 34
- Physical Facilities — 34

College Transfer Programs — 36
- General Education Requirements for the Associate in Arts Degree — 36-37
- Pre-Liberal Arts — 38-39
- Pre-Education — 39-40
- Pre-Life Sciences — 40-41
- Pre-Mathematics and Science — 42-43

Technical Education Programs — 46
- Accounting Technology — 47-48
- Agricultural Business Technology — 48-49
- Agricultural Equipment Technology — 49-50
- Building Construction Technology — 50-51
- Business Administration Technology — 52-53
- Business Data Processing Technology — 53-54
- Food Processing Technology — 54-55
- Hotel-Motel Management Technology — 55-56
- Industrial Management Technology — 57-58
- Landscape Construction Technology — 58-59
- Poultry and Livestock Technology — 59-60
- Secretarial Technology—Court Reporting — 60-61
- Secretarial Technology—Executive — 62-63
- Secretarial Technology—Legal — 63-64
- Secretarial Technology—Medical — 64-65
- Wood Utilization Technology — 66-67

Vocational Education Programs — 70
- Automotive Mechanics (Power Mechanics) — 71
- Carpentry — 72
- Drafting-Building Trades — 73
- Masonry — 74
- Practical Nurse Education — 75
- Radio and Television Servicing — 76
- Teacher Aide — 77
- Teacher Aide—Part-Time Basis — 78

Continuing Education Programs and Community Services — 80-81
- Development Studies Program — 81-82
- Public Affairs Program — 82-83
- Professional Inservice Program — 83-84
- Family Life Program — 84-85
- General Adult Program — 86
- Community Services — 86

Course Descriptions — 88-140

Calendar 1970-71 — Back of Book

TRUSTEES

ADMINISTRATION

FACULTY

WILKES COMMUNITY COLLEGE

TRUSTEES

Judge Robert M. Gambill—Chairman

Gordon E. Rhodes—Vice-Chairman

Robert L. Strickland—Secretary

1971

Judge Robert M. Gambill
Judge Johnson J. Hayes
Robert L. Strickland

1973

Milton J. Ingram
Mrs. C. Fred Lovette
L. P. Somers, Jr.

1975

Mrs. John A. Andrews
Dr. Seth M. Beale
Don T. Culler

1977

Richard B. Johnston
Gordon E. Rhodes
Robert R. Smoak

COLLEGE PERSONNEL

ADMINISTRATIVE

AUSTELL, JOSEPH R. ——— Director, Technical Programs
B. S., M. S.
BASSETT, VIRGINIA L. ——— Counselor
B. S., M. A.
BYRD, IDA F. ——— Head Librarian
B. S., M. A.
DAVIS, CHRISTINE P. ——— Coordinator, Adult Basic Education
DOUGHTON, MARTHA M. ——— Coordinator, Programmed
Materials Center — B. S.
HARRELL, RAYMOND W. ——— Coordinator, Adult Basic Education
B. S., M. A.
HOBBS, JANE G. ——— Coordinator, Programmed Materials Center
B. S., M. A.
IDOL, JOHN V. ——— Dean of Student Personnel Services
B. S., M. A.
LARSON, CATHERINE R. ——— Coordinator, Community Services
R. N., P. H., B. S.
LARSON, RODGER G. ——— Director, College Transfer Programs
A. S., B. A., M. S.
MOREHEAD, MARY W. ——— Counselor
A. A., B. S., M. A.
NELSON, MARY H. ——— Area Consultant, Hospitality
B. S.
PEARSON, STOKES R. ——— Director, Continuing Education
B. S., M. A.
PEPPER, HENRY F. ——— Coordinator, Adult Education Programs
B. S., M. A.
RICHARDSON, MARY C. ——— Librarian
B. S., M. A.
RICHARDSON, WILLIAM R. ——— Dean of Instruction
B. S., M. A., Ed. D.
ROBERTS, THOMAS G. ——— Coordinator, Programmed
Materials Center — B. S.
SHAW, CONRAD A. ——— Dean of Administrative Services
B. S., M. A.
THOMPSON, BOB C. ——— Vocational Counselor
B. A., M. A.
THOMPSON, HOWARD E. ——— President
B. S., M. A., Ph.D.
WHITTINGTON, THOMAS R. ——— Registrar
B. S., M. A.

STAFF

ANTHONY, VIVA K. ..... Secretary
A. A. S., Wilkes Community College

CHAPMAN, HELEN G. ..... Secretary
Diploma, Crandall Business College; Wilkes Community College

CUTHBERTSON, MARTHA A. ..... Secretary
Wilkes Community College

GRAY, RUSSELL JR. ..... Library
Lenoir-Rhyne College; Lees-McRae College

GREENE, VIVIAN K. ..... Secretary
B. A., Wake Forest University

HORNE, DIANA Y. ..... Secretary
A. A. S., Wilkes Community College

HORTON, EMMA L. ..... Maintenance

JOHNSON, CLAUDE M. ..... Maintenance

LAND, GAIL M. ..... Secretary

LANE, LOIS M. ..... Secretary
Wilkes Community College

LOCKHART, CLYDE M. ..... Maintenance

LOCKHART, PRISCILLA J. ..... Bookkeeper
Appalachian State University

MINTON, NORMA J. ..... Accounting Clerk
Wilkes Community College

NOBLITT, JUANITA F. ..... PABX Operator
Wilkes Community College

POTTS, HELEN H. ..... Secretary
Diploma, Mitchell College; Wilkes Community College

PREVETTE, JENNY W. ..... PABX Operator
A. A. S., Wilkes Community College

ROBERTS, SHERRY A. ..... Secretary
Wilkes Community College

THOMPSON, BETTY ..... Bookstore Manager
Chattanooga College

WADDELL, JANE M. ..... Accounting Clerk
Diploma, Winston-Salem Business College

WATT, CHARLES (n), JR. ..... Maintenance

WEAVER, CAROL B. ..... Secretary
Wilkes Community College

WELBORN, BURL W. ..... Maintenance

FACULTY

ANDERSON, JOHNSON J. ..... Social Sciences
B. A., Wake Forest University; Westminster Choir College, Furman University; M. A., Appalachian State University; graduate study, Appalachian State University

AUSTELL, JOSEPH R. ..... Director of Occupational Technical
B. S. and M. S., Clemson University

AYERS III, THOMAS D. ..... Construction Technology
B. S., East Tennessee State University; graduate study, East Tennessee State University

BASSETT, VIRGINIA H. ..... Counselor
B. S. and M. A., Jacksonville State University

BEALE, LOIS C. ..... Practical Nurse Education
Kahler School of Nursing; Registered Nurse

BRAME, MARY A. ..... Coordinator, Development Studies
A. B., Salem College; candidate for M. A., Wake Forest University

BRIGHT, FRANK K. ..... Power Mechanics
Mack Service School; Detroit Diesel School; Cummins Service School; Bear Automotive School; Morehead Technical Institute; Forsyth Technical Institute; Wake Forest University

BRYANT, LARRY D. ..... English
B. S., East Carolina University; Graduate Study, East Carolina University and Appalachian State University

BYRD, IDA FAY ..... Head Librarian
B. S. and M. A., Appalachian State University: graduate study, Appalachian State University

DAVIS, CHRISTINE P. ..... Coordinator, Adult Basic Education
Bennett College; Wilkes Community College

DOUGHTON, MARTHA M. ..... Coordinator, Programmed Materials Center — B. S., North Carolina State University

ECKROTH, JOHN N. ..... Construction Technology
B. S. C. E., University of Pittsburgh; Graduate Study, Platteville State University

FORTNER, WOODROW H. ..... Automotive Mechanics
Nashville Auto Diesel College; Diploma, General Motors Diesel School; Diploma, Wilkes Community College

GAMBILL, IRA G. ..... Business Technologies
B. S. and M. A., Appalachian State University

GOFORTH, ROBERT G. ..... Development Reading
B. S. and M. A., Appalachian State University

HADLEY, JACK M. ..... Mathematics and Sciences
B. S. and M. A., Appalachian State University; graduate study, University of North Carolina

HAIGH, CARL V. ..... Hotel-Motel Management Technology
B. S., Cornell University

HARRELL, RAYMOND W. ..... Coordinator, Adult Basic Education
B. S., Abilene Christian College; M. A., Appalachian State University; Graduate Study, Adams State College and Western Colorado State College

HAYES, ESSIE N. ..... English
B. S. and M. A., Appalachian State University

HENDRIX, FRANCES J. ..... Mathematics
B. S., Appalachian State University; M. S., University of North Carolina; graduate study, Duke University and Wake Forest University

HEPLER, DIANNE K. ..... English
A. B., Pfeiffer College; M. A., East Carolina University

HEPLER II, PAUL R. ..... Social Sciences
B. A., Pfeiffer College; M. A., East Carolina University

HOBBS, JANE G. ..... Coordinator, Programmed Materials Center
B. S., Southern Mississippi University; M. A., Appalachian State University; Graduate Study, University of Michigan and Furman University

HOWELL, GEORGE K. ..... Industrial Management Technology
B. S., Western Carolina University; B. D., Emory University

IDOL, JOHN V. ..... Dean of Student Personnel Services
B. S. and M. A., Appalachian State University; graduate study Appalachian State University

JOHNSON, YORK B. ..... Building Trades
Elkin High School

KLINKOSUM, ELIZABETH H. ..... Sciences
B. S., Wake Forest University; M. A., Appalachian State University; Medical Technologist, Bowman Gray School of Medical Technology, North Carolina Baptist Hospital

KLINKOSUM, NITHI ..... Social Sciences
B. A., Wake Forest University; M. A., Appalachian State University; graduate study, Appalachian State University

LARSON, CATHERINE R. ..... Coordinator, Community Services
R. N., Griffin School of Nursing; P. H., Syracuse University; B. S., Upsala College; Graduate Study, Union Theological Seminary

LARSON, RODGER G. ..... Director, College Transfer Programs
A. S., New Haven Junior College; B. A., Yale University; M. A., New York University; Graduate Study, Columbia University, Yale University and Cornell University

LEWIS, PHILLIP E. ..... Business Technologies
Berea College; B. S., Appalachian State University; J. D., University of Baltimore; Graduate Study, Towson State College

LINNEY, JOSEPH B. ..... Health and Physical Education
B. S. and M. A., Appalachian State University

MAYES, DEWEY S. ..... Humanities
B. S., North Carolina State University; graduate study, Appalachian State University; Yale; M. A., Appalachian State University

McINNIS, NANCY L. ..... English
B. S., University of North Carolina at Greensboro; Graduate Study, University of North Carolina at Greensboro

McNEILL, ROBERT B. ..... English
A. B., Birmingham-Southern College, M. A., University of Kentucky; graduate study, University of North Carolina

MEDCALF, RICHARD C. ..... Sciences
B. S., Southeastern Missouri State College; O. D., Southern College of Optometry; graduate study, University of North Carolina and Appalachian State University

MIMS, BARRY K. ..... Business Technologies
B. B. A., University of Georgia; M. A., Appalachian State University

MOFFETT, WILLIAM J. ..... Humanities
A. B., University of North Carolina; M. A., Appalachian State University; candidate for Ph.D., Duke University

MOORE, BRENDA B. ..... English
B. A., University of North Carolina; graduate study, University of North Carolina

MOREHEAD, MARY W. ..... Counselor
A. A., St. Petersburg Junior College; B. S., Florida State University; M. A., Appalachian State University; Graduate Study, Appalachian State University

NELSON, MARY H. ..... Area Consultant
B. S., Appalachian State University

NICHOLS, MARY A. ..... Mathematics
B. S., M. A., Appalachian State University

NOBLITT, CHARLES G., JR. ..... Agriculture Technology
B. S. and M. S., Virginia Polytechnical Institute; candidate for Ph.D., North Carolina State University

PAYNE, JAMES F. ..... Business Technologies
B. S., High Point College; M.Ed., University of North Carolina at Greensboro; Graduate Study, Trenton State College

PEARSON, STOKES R. ..... Director, Continuing Education
B. S., Berea College; M. A., Appalachian State University; graduate study, North Carolina State University and University of Kentucky

PEPPER, HENRY F. ..... Coordinator, Adult Education
B. S. and M. A., Appalachian State University; graduate study, Appalachian State University and North Carolina State University

PHILLIPS, DAVID L. ..... Business Technology
B. S., Appalachian State University; J. D., University of Baltimore

PIERCE, LENORE G. ..... Business Technologies
B. A., Milligan College; M. A. and Ed.S., Peabody College for Teachers; graduate study, University of North Carolina at Greensboro

PROFFIT, EDNA Q. ..... Sciences
A. B., Carson Newman College; M. A., University of North Carolina; graduate study, Columbia and North Carolina State University

RASH, HENRY F. ..... Agriculture Technologies
B. S. and M.Ed., North Carolina State University; graduate study, Appalachian State University

REDDING, EARL D. ..... Drafting
A. A., Clarke Memorial College; B. S. and M. A., Appalachian State University; graduate study, University of North Carolina

RICHARDSON, MARY C. ..... Librarian
B. S., Salem College; M.Ed., University of North Carolina

RICHARDSON, WILLIAM R. ..... Dean of Instruction
B. S. and M. A., Appalachian State University; Ed.D., University of North Carolina

RILEY, WALTER H. ..... Surveying
B. S., Virginia Polytechnical Institute

ROBERTS, THOMAS G. ..... Coordinator, Programmed Materials Center — B. S., East Tennessee State University; graduate study, Appalachian State University and University of North Carolina

SHAW, CONRAD A., SR. ..... Dean of Administrative Services
B. S. and M. A., Appalachian State University; graduate study, Appalachian State University; University of Nebraska

SHOEMAKER, CHARLOTTE P. ..... Practical Nurse Education
Forsyth Memorial Hospital School of Nursing; Registered Nurse

SIMPSON, HAROLD D. ..... Agricultural Technologies
B. S., Florence State College; M. A., Appalachian State University

SOUTH, LOU ELLA ..... Mathematics
B. S., Appalachian State University; graduate study, Appalachian State University

TAYLOR, MARY W. ..... Business Technologies
B. S., Appalachian State University; M. S., University of North Carolina; graduate study certificate, Bowling Green College of Commerce; graduate study, Appalachian State University

THOMPSON, BOB C. ..... Vocational Counselor
B. A., Lincoln Memorial University; M. A., Appalachian State University; Gradute Study, North Carolina State University, University of Georgia and California State of Los Angeles

THOMPSON, HOWARD E. ..... President
Pre-Med., Pennsylvania State University; B. S., Springfield College; M. A., Ohio State University; Ph.D., University of North Carolina

TUGMAN, JEAN M. ..... Business Technologies
B. S. and M. A., Appalachian State University

WHITTINGTON, THOMAS R. ..... Registrar
B. S. and M. A., Appalachian State University

WILES, JOHN I. ..... Radio and Television
First Class License, Radio and Telephone; USAF Radio Theory and Repair School; National Radio Institute; Marshall College; Pennsylvania State University; Wilkes Community College

WOOTEN, NANCI C. ..... Humanities
B. A., St. Andrews Presbyterian College; M. A., Appalachian State University

WOOTEN, WAYNE E. ..... English
B. A., St. Andrews Presbyterian College; M. A., Appalachian State University; Crozer Theological Seminary

PART-TIME FACULTY

ABSHER, ALTON L. ..... Automotive Mechanics
Strayer-Brant Stratton

ABSHER, CLAUDIUS O. ..... Adult Basic Education
B. S., Appalachian State University

ABSHER, LARRY R. ..... Engineering
B. S. C. E., North Carolina State University

ADAIR, JANET B. ..... Adult Basic Education
B. S., Pennsylvania State University

ALEXANDER, MAYFORD E. ..... Basic Electricity
Roaring River High School

ANDERSON, BILLY G. ..... Data Processing
IBM Programmer's School

ANDERSON, LOREE H. ..... Adult Basic Education
B. S., Winston-Salem Teachers College; M. A., A & T University

ANTHONY, GAYLE B. ..... Adult Basic Education
B. S., Appalachian State University

BALL, RUBY S. ..... General Adult Education
B. S., Appalachian State University; M. A., Michigan State University

BARBER, CATHERINE H. ..... General Adult Education
Lincoln Heights High School

BARE, GLENN S. ..... General Adult Education
Wilkes Community College

BARR, JIMMY J. ..... Masonry
Wilkes Central High School; certified mason

BEASLEY, HAL B. ..... Construction Technology
Cleveland High School

BEAVER, SUE N. ..... General Adult Education
B. S., Appalachian State University

BENNETT, CHARLOTTE S. ..... Mathematics
B. A., Northwestern University; M.Ed. and Ph.D., University of North Carolina

BLACKBURN, RICHARD C. ..... Business Technology
B. S. and M. A., Appalachian State University

BOTTOMLEY, GARY J. ..... Plant Maintenance
A. A. S., Gaston Technical Institute

BOYD, JOHN L. ..... Law Enforcement Training
B. S., North Carolina State College

BRADY, TOMMY K. ..... Adult Basic Education
B. A., Bridgewater College

BRINEGAR, JIMMIE ..... Basic Electricity
North Wilkesboro High School

BUCHANAN, NANCY G. ..... General Adult Education
B. S., University of Georgia

BUMGARNER, CLAUDE L. ..... Business Technology
B. S. and M. A., Appalachian State University

BURGESS, ONLEY H. ..... Automotive Mechanics
Nashville Technical College

CAMPBELL, MICHAEL W. ..... Welding
Mitchell College

CANTER, RICHARD K. ..... Drafting
B. S., North Carolina State University

CAUDILL, WILLIE S. ..... Automotive Mechanics
Sparta High School

CHURCH, CARL W. ..... Adult Basic Education
North Carolina State University

CHURCH, JAMES W. ..... Business Technology
B. S. and M. A., Appalachian State University

COOK, LINZA M. ..... Mathematics
B. S., Appalachian State University

CRAIGHEAD, CALVIN C. ..... Poultry and Livestock Technology
B. S., Virginia Polytechnical Institute; graduate work, Clemson University

CURRENT, RICHARD C. ..... Surveying
University of Virginia; professional surveyor

DANIEL, BILLYE J. ..... Business Technology
B. S., Appalachian State University

DeJOURNETTE, FLORA M. ..... General Adult Education
B. S., Radford College; M. S., Virginia Polytechnical Institute

DUNN, WILLIAM H. ..... Drafting
B. S. C. E., North Carolina State University

ELLEDGE, JOHN S. ..... Adult Basic Education
A. A., Lees-McRae College; NSF, East Tennessee University; Institutes—Ohio State University and Duke University

ELLIOTT, CAROL H. ..... General Adult Education
Greensboro College

FAW, JUDY R. ..... General Adult Education
Keystone High School

GAMBILL, JOE A. ..... Business Technology
A. B., North Carolina State University; J. D., University of North Carolina Law School

GOGGIN, DAVID R. ..... General Adult Education
A. A., Hannibal-LaGrange College; B. A., Mississippi College

GRAGG, MALCOLM C. ..... Business Technology
Western Carolina University

GRAYBEAL, DARNELL B. ..... Automotive Mechanics
Nashville Auto Diesel College

GRESHAM, AUBREY R. ..... General Adult Education
A. B., Catawba College

HALES, WILLIAM L. ..... General Adult Education
B. S., East Carolina University; M. A., University of North Carolina

HARRIS, JAMES W. ..... Food Processing
B. S., North Carolina State University

HARRIS, KATHERINE I. ..... General Adult Education
Lincoln Heights High School

HASH, SARAH M. ..... Business Technology
B. S., Appalachian State University; graduate work, Columbia University and Appalachian State University

HAYES, TOMMY M. ..... General Adult Education
B. S., Appalachian State University

HENDERSON, SUE SIGMON ..... General Adult Education
Delooche School of Design; Hixon Master School of Design; Registered Nurse

HENSON, LEWIS B. ..... Business Technology
A. A., Brevard Junior College; B. S., Appalachian State University

HESTER III, THOMAS A. ..... Business Technology
B. S., Mississippi State University

HOLCOMB, DENVER K. ..... Adult Basic Education
A. B., Catawba College; M. A., Appalachian State University

HOLCOMB, JAMES W. ..... Adult Basic Education
B. S., High Point College; M.Ed., University of North Carolina

HOLCOMB, TOMMY P. ..... Adult Basic Education
B. S., Appalachian State University

HOOVER, JOHN R. ..... Fire Service Training
Clevenger Business College

HUNTER, EDWARD D. ..... General Adult Education
Ringling School of Art

INGRAM, MILTON J. ..... Adult Basic Education
B. S., Winston-Salem State College; M. A., A & T College; graduate extension, A & T College

JOHNSON, LUTHER C. ..... Physical Education
B. S., Wake Forest University

JOINES, BERT E. ..... General Adult Education
B. S. and M. A., Appalachian State University; certified life underwriter

JOINES, MARY A. ..... Adult Basic Education
B. S., Appalachian State University

JOINES, THOMAS H. ..... Adult Basic Education
B. S., Appalachian State University

KANE, ROY H. ..... Fire Service Training
Roanoke City Public Schools; Fire Marshall

KEITH, GEORGE G. ..... General Adult Education
B. A., Emory and Henry College; M. A., Appalachian State University

KEY, DONNA J. ..... General Adult Education
North Wilkes High School

KNIGHT, BETTY L. ..... General Adult Education
A. A., Brevard Junior College; B. S., Appalachian State University; graduate work, University of North Carolina

KURTZ, M. D., ELAM S. ..... General Adult Education
B. S., Lebanon Valley; M. D., Western Reserve University

LEDBETTER, EDDIE H. ..... Adult Basic Education
B. S., Winston-Salem State College; A & T College; Columbia University of Pittsburgh, Penn State

LEWIS, LARRY G. ..... Mathematics
B. S., Appalachian State University

LOVETTE, WILMA E. ..... Business Technology
B. S., Appalachian State University; graduate work, Wake Forest University

LYALLS, GARLAND C. ..... Adult Basic Education
B. S. and M. A., Appalachian State University

MERCK, ROY C. ..... General Adult Education
Kentucky State Teachers College; Metropolitan School of Art; Chicago Academy of Art

MITCHELL, LEWIS G. ..... Adult Basic Education
B. S. and M. A., Appalachian State University

MORROW, CHARLES E. ..... Food Processing Technology
B. S., Western Carolina University

OWENBY, BURNETT C. ..... General Adult Education
B. A., Furman University

PARDUE, ELBERT M. ..... Basic Electricity
Coyne Electrical School; Philco Television School; General Motors Transistor Radio School

PARKER, LINDA J. ..... General Adult Education
B. S., Appalachian State University

PARKS, DAVID JAMES ..... Agricultural Production
D. V. M., Oklahoma State University

PAYNE, JAMES E. ..... General Adult Education
B. S. and A. B., University of North Carolina; certified life underwriter

ROCKETT, HAROLD L. ..... Business Technology
B. S., Bowling Green University

ROTEN, BANNER B. ..... General Adult Education
B. S., University of Cincinnati

SATTERWHITE, HAROLD L. ..... Statics
B. S. C. E., North Carolina State University

SEARCY, ALVIN R. ..... Agricultural Technology
B. S., University of Georgia

SEBASTIAN, ROBERT K. ..... Welding
Wilkes Central High School; certified welder

SHATLEY, JOHN P. ..... Masonry
North Carolina State University

SHEPHERD, DAVID E. ..... Driver Education
B. S., Appalachian State University

SHEPHERD, JANE F. ..... General Adult Education
B. S., Appalachian State University

SHERRILL, CHARLES R. ..... Driver Education
B. S., Appalachian State University

SHUFORD, AGNES W. ..... General Adult Education
Gastonia School of Cosmetology; registered cosmetologist

SHUMATE, SAMUEL E. ..... Adult Basic Education
B. S. and M. A., Appalachian State University

SMINK, SR., G. THOMAS ..... Learning Lab Assistant Coordinator
B. S., Carnegie Institute

SMITH, WYLIE K. ..... General Adult Education
B. S., Catawba College; Vocational Certificate, University of North Carolina

SNIPES, ALTON M. ..... Taxation
C. P. A., University of State of New York

STAFFORD, FRANCK C. ..... Basic Electricity
North Carolina State University

STERN, DAVID K. ..... Statics
B. S., East Tennessee State University

STROUPE, LINDA G. ..... General Adult Education
B. S., Appalachian State University

STURGILL, ALICE M. ..... General Adult Education
B. S., Appalachian State University

THARPE, FRANCES R. ..... General Adult Education
B. S., Appalachian State University
THARPE, NINA S. ..... General Adult Education
B. S., Appalachian State University
THARPE, OLEEN N. ..... General Adult Education
A. B., University of North Carolina
THOMAS, FLORENCE A. ..... Art
Skowhegan School of Painting
THORNBURG, JACK M. ..... General Adult Education
B. S., East Tennessee University; graduate work, Appalachian State University
TRIPLETTE, NANCY G. ..... General Adult Education
B. S., Appalachian State University
TRIPLETTE, ROBERT A. ..... Business Technology
B. S., Appalachian State University
WALKER, FRED H. ..... Adult Basic Education
B. S., High Point College
WALLACE, BETTY L. ..... General Adult Education
King's College
WHITTINGTON, NANCY C. ..... General Adult Education
B. S. and M. A., Appalachian State University
WILCOX, EDGAR W. ..... Business Technology
B. S., Appalachian State University
WILSON, GEORGE D. ..... General Adult Education
B. S., Old Dominion College
WOODIE, ZANE N. ..... Business Technology
B. S., Appalachian State University

GENERAL INFORMATION

PURPOSE

Wilkes Community College, in keeping with legislative action (General Statutes 115A) and policy decisions by the North Carolina State Board of Education, has accepted as a mandate a specific role in the accomplishment of certain broad educational objectives found to be necessary for the common welfare of the people of the State, and specifically of the region which the College serves. Wilkes Community College is a comprehensive two-year institution offering programs of study in the two-year college transfer, the two-year technical, the one-year vocational trades, and a variety of educational programs of continuing education for adults.

Wilkes Community College operates under the "open door" policy for high school graduates or high school equivalency certificate holders and others who are 18 years of age or older. Therefore, the major purposes are:

1. To provide two years of academic college credit courses for those students who desire to transfer to four-year or senior colleges or universities, and for those students for whom two years of general college studies will satisfy their educational needs.

2. To provide a variety of two-year programs in technical studies the successful completion of which will afford the student the greatest opportunity to enter an occupation.

3. To provide a variety of one-year vocational trade programs, these could be three or four quarters in length, for those who desire to prepare themselves for entrance into new trades.

4. To provide a variety of programs and courses for those who desire to improve their competencies in their present occupations.

5. To provide a variety of programs and courses for those adults who desire personal fulfillment through continuing education.

6. To provide opportunities for those who desire to earn a high school diploma or equivalency certificate.

7. To meet for industry pre-service and in-service manpower training needs, more than the public schools are providing.

ADMISSIONS

Wilkes Community College operates under and "Open Door" admissions policy for all applicants who are high school graduates or are at least eighteen years of age and his regular public school class has graduated.

Admission Requirements

An applicant for the College Transfer program (Associate in Arts Degree) or Technical programs (Associate in Applied Science Degree) must be a high school graduate or he must have been awarded a high school equivalency certificate.

The applicant for Vocational programs (diploma) must be at least eighteen years of age or a high school graduate. A high school diploma is preferred but not required in any vocational program.

Applicants for the Fundamental Learning Laboratory, adult classes, and extension classes, must be at least eighteen years of age and his regular public school class must have graduated or he must have the written consent of his county or city superintendent.

Admission Procedures

Application for admission at the time of his first application for admission to WCC, each applicant must submit an application form (secured from the Office of Student Personnel) properly executed.

Recent Photograph (attached to the application form).

Transcripts (credit program only): applicants must request that their high school or college transcript be sent to the Student Personnel Office.

Student Health Form: the applicant must submit this form to the Student Personnel Office.

Testing Program: All College Transfer and Technical applicants are required to take a placement test before enrolling in a program. The test results are used in placing an applicant in Math, English, and Reading classes. A student transferring from another institution who has successfully completed a freshman English and Mathematics course will be exempt from the placement test.

Transfer Students

A student desiring to transfer to WCC must be able to meet the admission requirements in effect at the time of his application. He

must request that transcript from each institution attended be submitted directly to the Registrar of WCC. A minimum of thirty credit hours must be earned at WCC before a transfer student is eligible to graduate.

A visiting student is a student regularly enrolled at another college or university who is attending WCC to receive credit for transfer purposes. Visiting students must complete an application form, attach a photograph, and secure written approval of the institution in which he is enrolled as a regular student.

A student who has been admitted as a visiting student must follow the admission procedure required for a transfer student if he decided to attend WCC as a regular student.

Transfer Of Credit To Senior Institutions

Students taking courses at WCC should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours and the Associate in Arts Degree or the Associate in Applied Science Degree in certain senior institutions).

A student expecting to transfer to a senior college is advised to examine carefully the current catalogue of the particular college he expects to enter and to follow as closely as possible the particular recommendations for program of study. Counselors and faculty members are prepared to advise students, but the final responsibility for elective course selection is left to the student.

Probation and Suspension

A degree student who falls below a 1.00 quality point average will be placed on academic probation for the next quarter of attendance, excluding summer school. During the probationary period the student must maintain a 2.00 quality point average on all work attempted or be suspended from the program in which collegiate work was taken for one quarter, excluding summer school.

After a degree student attempts 45 quarter hours and does not have a 1.50 quality point average, he will automatically be suspended for the next quarter (excluding summer school) from the program in which collegiate work was taken.

Students who have been suspended for academic dificiencies should submit to the Registrar a written request for readmission. This request will be referred to the Admissions Committee for disposition. Students who are twice suspended will not be eligible for

readmission to degree programs.

With the approval of the Admission Committee, a student who has been suspended or is on academic probation from another institution may be accepted at Wilkes Community College for one quarter. The student will be required to carry a minimum of fourteen (14) credit hours. If the student earns a 2.00 quality point average during his first quarter of enrollment he will be reconsidered by the Admissions Committee for removal of probation at Wilkes Community College. If the student does not earn a 2.00 quality point average, he will automatically be suspended from the program.

A student has the right to appeal to the Admissions Committee on any academic probation or expulsion.

TUITION and FEES

Fees Payable Each Quarter

	College Transfer	Technical	Vocational
Tuition—Full-time	42.00	32.00	32.00
Tuition—Part-time	3.00/Qtr. Hr.	2.50/Qtr. Hr.	2.50/Qtr. Hr.

Fees for adult and extension classes will vary according to nature and cost of course, usually 3.00 per course plus 1.00 parking fee.

Activity Fee—8.00 per quarter (excluding Summer Quarter)

- Athletic Fee
- Yearbook
- Newspaper
- Social Events

Parking Fee—1.00 per quarter

Library Fee—1.00 per year

Insurance Fee—3.00 per year (Optional)

In case of breakage or damage due to gross negligence as maliciousness, a student will be expected to remunerate the institution. His credit will be withheld until proper payment is made.

Refund Policy

Tuition refund for students will not be made unless the student is compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition will be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars (5.00) or less, except if a course or curricula fails to materialize, all the students' tuitions will be refunded.

Registration

All students are urged to register on the day designated. All late registrants will be charged an additional fee of $5.00. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. No student will be allowed to register after the last day to "drop or add" a course as printed in the school calendar.

FINANCIAL AID

Wilkes Community College believes that no person who has the ability and motivation should be deprived of a college education because of lack of funds. The College provides financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be addressed to the Dean of Student Personnel, Wilkes Community College, Wilkesboro, North Carolina, unless otherwise designated. It is recommended that applications for financial aid, especially scholarships, be submitted by July 1 preceding fall enrollment in college.

Scholarships

W. F. Absher Memorial Scholarship
Mozelle Anthony Scholarship
Ashe County Jaycees Scholarship
B. & R. Sheet Metal, Inc., Scholarship
Belk's Department Store of North Wilkesboro Scholarship
W. A. Brame, Sr. and W. A. Brame, Jr. Scholarship
Carolina Business Machines, Inc. Scholarship
William E. Casey, C.L.U. Integon Scholarship
Commissioner of Baseball/Sarasota White Sox Scholarship
Community Club of Blowing Rock Scholarship
E. E. Eller and Elizabeth McNeill Eller Scholarship
Delta Kappa Lamma Scholarship

Judge Robert M. Gambill Scholarship
Edd F. Gardner Scholarship
Gerber Products Company Scholarship
Eva German Scholarship, Boomer Community Club
Greene Brothers Furniture Company Scholarship
Keith Howell Scholarship
Judge Johnson J. Hayes Scholarship
Henderson Flower Shop Scholarship
Albert L. Herring Memorial Scholarship
John Palmer Horton, Jr. Scholarship
Ruth Hubbard Scholarship, Moravian Falls Woman's Club
John Franklin Idol Scholarship
Mr. and Mrs. Milton James Ingram, Sr. Scholarship
Jefferson Rotary Club Scholarship
Jenkins Wholesale Supply Company Scholarship
Kiwanis Foundation Scholarship
Knights of Pythias Scholarship
Mr. and Mrs. Petro Kulynych Scholarship
Linville Foundation Scholarship
Lowe's Food Stores Scholarship
Lowe's Companies, Inc. Scholarship
James E. Martin Scholarship
Beulah Haynes Maury Scholarship
Millers Creek United Methodist Church Scholarship
Moravian Falls Men's Club Scholarship
North Carolina National Bank Scholarship
North Wilkesboro Elks Lodge No. 1846 Scholarship
North Wilkesboro Junior Woman's Club Scholarship
North Wilkesboro Lions Club Scholarship
North Wilkesboro Rotary Club Scholarship
North Wilkesboro Savings and Loan Company Scholarship
The Northwestern Bank Scholarship
Northwestern Management Company Scholarship
Professional Construction Estimators Association of America, Inc. Scholarship
Reins-Sturdivant, Inc. Scholarship
Mrs. Fleurette Schmidt Memorial Scholarship
Sturdivant Life Insurance Company Scholarship
Charles Scott Thompson Memorial Scholarship
Travellers Protective Association Scholarship
Veterans of Foreign Wars, Post No. 1142 Scholarship
Thomas P. Ward Scholarship
West Wilkes High School Faculty Scholarship
Dr. J. W. White Memorial Scholarship
Wilkes County Extension Homemakers Club Scholarship
Wilkes County Poultry Producers Association Scholarship

Wilkes Savings and Loan Association Scholarship
Wilkesboro Business and Professional Men's Club Scholarship
Yadkin Valley Dairy Cooperative, Inc. Scholarship

Student Loans

PROSPECTIVE TEACHERS SCHOLARSHIP LOAN FUND. A State Scholarship Loan Fund is available for prospective teachers. For detailed information concerning the state loan and scholarship program, write to the Prospective Teacher Scholarship Loan Fund, State Department of Public Instruction, Raleigh, North Carolina.

INSURED STUDENT LOANS. The College Foundation, Inc., administers insured Student Loans for North Carolina residents under the provisions of the Higher Education and National Vocational Acts of 1965.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN. Established by Mary Z. Bryan in 1953 as a memorial to her husband and administered by the College Foundation, Inc. North Carolina students may borrow up to $1,000 per year.

Additional information and applications may be secured from the Student Personnel Office.

Student Employment

COLLEGE WORK-STUDY PROGRAM. Work-Study opportunities are available to students, particularly students from low income families who are in need of the earnings from such employment to pursue a course of study.

Social Security Benefits and Students

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payments of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen, he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.

Vocational Rehabilitation

By Act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office.

Veterans' Educational Assistance

The Veterans' Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 21, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability or who has a total disability permanent in nature arising from a service-connected disability to receive benefits from the Veterans Administration.

The student initiates proceeding by contacting his local VA office. The Student Personnel Office is the clearing house on campus for veterans affairs.

Student Personnel Services

Every aspect of student life at Wilkes Community College is a concern of the Office of Student Personnel. Through the numerous services available, all personnel within the division will conscientiously try to find ways for the individual student to express himself, meet his needs and give him a sense of belonging as a student at Wilkes Community College.

The Office of Student Personnel Services aggressively promotes, in conjunction with all levels of the college, the social growth, academic achievement, and emotional stability of Wilkes Community College students. Their services provide information, counseling, guidance, referral, and proper handling of disciplinary cases.

Counseling Services

The counseling staff is in operation for the benefit of all students.

The Service incorporates several areas of student life, the most important being actual personal conferences, in which a student has the opportunity of discussing personal, social, educational, or vocational problems with a professional counselor. Group counseling sessions are encouraged in cases where several students wish to talk over a similar problem.

Also included in the guidance program is the individual and small group testing administer upon request. Specific academic subject areas, problem check lists, and interest inventories are among the tests offered.

Occupational and educational information are on file in the counselors' offices and students are encouraged to use the pamphlets, books, brochures, and leaflets on hand.

Faculty Advisors

A faculty advisor is assigned to each student to assist in planning his program of study. During registration each quarter, the student must meet with his advisor for approval of courses.

Orientation

Each fall a Freshman Orientation Program serves to introduce the student to the collegiate environment. This program is designed to acquaint the student with the WCC policies, courses, philosophy, staff, and other students. Assemblies, open discussions, lectures, and student handbooks help prepare the student for beginning studies at Wilkes Community College.

Housing

As a college primarily for commuting students, Wilkes Community College does not provide dormitory or other on-campus housing facilities. It is the responsibility of the individual student who requires housing to arrange his own accomodations. The Dean of Student Personnel Services will be happy to assist students in locating suitable accomodations

Health Services

An examination by a physician is required of each full-time student prior to registration. Special health problems should be discussed with the counseling staff. Although Wilkes Community College does not have an infirmary or a nurse on duty, first aid for emergency cases is available in all buildings on campus. Cases which cannot be handled with first aid treatment will be referred to local physicians.

Selective Service

Students enrolled full-time may secure Selective Service System deferment forms from the office of the Student Personnel Office.

Employment Placement

Assistance in locating employment is available to all WCC students and graduates. Qualified students are referred to employers

contacting the Institute and the school provides facilities for employers desiring on-campus interviews.

Students are also urged to utilize the services of the Employment Security Commission which assists in job placement throughout the entire country.

Academic Regulations

Course Load

Students enrolled for 14 or more quarter hours of credit applicable to their major will be considered full-time students. Students desiring to carry more than 19 credit hours must obtain permission from the Registrar.

Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

Adding and Dropping Courses

A student who finds it necessary to drop or to add a course must secure permission from the Student Personnel Office and complete the "Drop-Add" form.

For courses dropped within the drop-add period, no grade will be reported. For courses dropped after the drop-add period the grade of "WP" or "WF" will be reported according to the student's academic standing.

Withdrawal From the College

Students desiring to withdraw from the college must officially withdraw through the Student Personnel Office. Students failing to officially withdraw will receive a grade of F in all courses for the quarter.

Attendance

All students are expected to be present and regular in attendance for all scheduled classes. The number of absences allowable to a student in any credit course is twice the number of credit hours for the course. For example: a three credit hour course would allow a maximum of six absences for whatever the reason. Contact hours cannot

be used. No credit grade is to be given by any instructor in cases where a student exceeds the absence limit. Any exception to this must be recommended by the instructor and approved by the Dean of Instruction prior to issuing a grade for the course.

Grading System

At the end of each term the student will receive final grades based on the following system:

	Grade	Significance	Quality Points
93-100	A	Superior	4 per hour
85-92	B	Good	3 per hour
77-84	C	Average	2 per hour
70-76	D	Poor but Passing	1 per hour
	F	Failure	0
	I	Incomplete	0
	WP	Withdrawal Passing	0
	WF	Withdrawal Failing	0
	Y	Audit	0

An incomplete is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following quarter. If not removed within this time, the incomplete becomes a failure.

The "WP" and "WF" grade will be given when a course is dropped after the cut off date as printed in the school calendar. If a student is passing a course at the time the course is officially dropped the grade "WP" will be given and the credit hours attempted will not be used in compiling the Quality Point average. If the student is failing a course at the time the course is dropped the grade "WF" will be given and the credit hours attempted will be used in compiling the Quality Point average. The result of the "WF" would be the same as an "F" in the quality point average.

STUDENT CLASSIFICATION

Degree Program

Freshman—a student who has earned fewer than 45 quarter hours.

Sophomore—a student who has earned 45 or more quarter hours.

Diploma Programs

All students enrolled in Vocational and one-year programs are classified as freshmen.

Student Conduct

Students will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges and personal property of others and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.

The drinking of intoxicating beverages or use of drugs at WCC will not be permitted. Any infraction of this regulation may subject the student to immediate dismissal from the college.

Requirements for Graduation

1. Attain a general average of C in all work attempted in degree program.
2. Complete no less than 30 quarter hours at WCC.
3. Complete all courses specified for a program or degree.
4. Complete all financial obligations to WCC.
5. Graduation Fee is $12.00 (Covers cost of cap and gown rental, Degree or Diploma).
6. Attendance at Commencement Exercises is required of all those who have successfully completed work for a degree or a diploma.

Library Regulations

Circulation and Use Of Books

Students entering Wilkes Community College for the first time make application at the time of registration for a Library Borrower's Card (LBC). The charge for the card (LBC) is paid when registering. The LBC must be presented each time materials are checked out. The LBC owner is responsible for all usage of the card. The loss of a LBC card should be reported promptly to a member of the Library Staff. The LBC is valid for the time one is a student at Wilkes Community College.

Hours—Monday-Thursday	8 A.M. 9 P.M.
Friday	8 A.M. - 5 P.M.

The library is closed between quarters and during school holidays. Hours for the summer session will be announced.

Regular circulating books are borrowed for two weeks during fall, winter, and spring quarter, and one week during summer quarter. Renewals are permitted, provided no one has a hold on the book. The limit on the number of books checked out at one time is determined by student consideration for other's need, or staff regulations on the given subject.

Books classified as reference are not taken from the Library.

Reserve books are checked out for one hour during the day or one hour prior to closing time for overnight use and returned by 9 A.M. the following day. Reserve books are on occasion limited to use in the library only.

Fines, Damaged Books, Lost Books

The fine of five cents per day is charged for each day a circulating book is over due. Weekends, holidays, and quarter breaks are included.

The fine of ten cents per hour, or fraction thereof, is charged on overdue reserve books.

If books are badly damaged, the student can expect to pay full replacement charges as though the books were lost.

Lost books are subject to both fines and replacement charges. The current purchase price plus one dollar is charged for a lost book in addition to accumulated fines on the book prior to its being reported lost. For any lost books found and returned in good condition during the same quarter, the list price of the book will be refunded to the student.

Settlement of all library obligations for overdue fines, damaged or lost books is required before a student may register for another quarter at Wilkes Community College, be awarded a degree, certificate, or obtain a transcript.

Student Organizations and Activities

Publications

YEARBOOK

The yearbook, **The Cougar,** is a portrayal of the year's events both by picture and written word. It is compiled and edited by an appointed staff of students under the supervision of a faculty advisor.

NEWSPAPER

The "Cougar Cry" is the school paper which is published monthly. It furnishes the students with current information on school happenings.

Student Government Association

The Wilkes Community College Student Government Association exists primarily for the purpose of speaking and acting for the student. It provides leadership in student affairs and offers valuable experience to individuals in extracurricular activities. The Association helps students set goals and develop programs to reach these goals. It challenges and encourages students to develop their own talents and potentials freely and to reach out as leaders in fields of service and good citizenship. In every respect the Association emphasizes character and high value.

Circle K

Circle K is a service organization sponsored by the local Kiwanis Club for college men which develops future leaders and citizens whose philosophy is founded on freedom, initiative, the American and Canadian heritage, and unselfish service to others.

Student National Education Association

The S.N.E.A. is the student branch of the National Education Association, the largest professional teacher organization in the world. The main goals of the Student National Education Association are to develop an interest in better education and in better professional methods and attitudes. It helps prepare more alert students today for better teachers tomorrow.

Phi Beta Lambda

Phi Beta Lambda is a national organization of college or university students enrolled in one or more business subjects. Its purpose is to improve scholarship and develop qualities that will enable young men and women to participate effectively in business, professional, and community life. Activities of WCC's Sigma Iota Chapter are designed for educational and social value.

College Theatre

The College Theatre is a college-community theatre group which presents at least two major productions a year plus a series of one act plays. Auditions for the play are announced on bulletin boards around the campus, and all students are invited to participate.

Athletics and Intramural Activities

The College participation in intercollegiate basketball and golf. A number of intramural athletic competitions are organized under the auspices of the Department of Physical Education. Additional activities will be added as needs develop, and finance and physical plant resources permit

Cheerleaders

The purpose of the Cheerleaders of WCC is to promote school spirit, conduct pep rallies, support the team and to attend all games possible. Any full-time student with an overall "C" average is eligible to be a member of the cheerleaders upon tryout.

General Information

Class Rings

Students enrolled in any college transfer, technical or vocational program are eligible to purchase class rings when they have completed at least half of their program. Dates the representative will be at WCC to take orders will be posted on the bulletin board.

Insurance

A low-cost accident and hospitalization insurance plan is available to students. The college recommends strongly that students purchase the insurance protection at the time of registration. Some programs, because of their nature, may require additional insurance. Information regarding the insurance plan is available in the Business Office.

Student Records

All student records are held in confidence by the college. Placement credentials, transcripts, and other pertinent information will be made available only upon request of the student. A statement of release must be signed by the student before a transcript, a recommendation, or any other information can be sent to other colleges, employers, or other agencies. Requests for information forms are available in the Student Personnel Office.

Bookstore

The college maintains a bookstore on campus where students may purchase textbooks and college supplies. Hours for the operation of the bookstore are posted.

Identification Cards

Student identification cards are issued during registration. Students are required to present I D cards for admission to college activities, and before voting in student elections. The cost for the I D Card is $1.

Parking

Parking permits are purchased at the time of fall registration for the school year. For students enrolling after the fall quarter parking permits are issued at the time of registration.

Areas on the campus have been designated for parking. Students are required to use these areas. Under no circumstances are students to park in front of the main building. Cars improperly parked will be fined.

Honors

The Dean's List is published each quarter during the academic year. A student must have a Quality Point Average of 3.0 or higher on a regular quarter's work of not less than 14 quarter hours with no incompletes and no grade less than a C.

Who's Who Among Students In American Junior Colleges

One of the most important honors a student of the college may attain is that of being named one of the selected group to be listed in a national volume known as "Who's Who Among Students in American Junior Colleges." It includes the names of students in all participating colleges in America who have been selected by their respective institution as nominees for this honor. Campus nominating committees are instructed to consider, in making their selection, the student's scholarship, his participation and leadership in academic and extracurricular activities, his citizenship and service to the school, and his promise of future usefulness.

Commencement Marshals

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The Marshal who has the highest academic record is designated Chief Marshal.

Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students' use.

College Property

The property of the College must not be abused or moved from the place it belongs. Studens who feel inclined to destroy or abuse the buildings or furnishings shall be permanently dismissed from the college. Students shall be held liable for the damage.

Waiver Of Responsibility

The College is in no way responsible for the quality of work performed or damages sustained in such departments as automotive mechanics. Work in such departments is performed by students as a learning experience.

Physical Facilities

The College is located about two miles west of Wilkesboro, N. C., on a beautiful 75-acre wooded campus. Its facilities consist of three ultra-modern, air-conditioned and electrically-heated buildings of white poured concrete construction which blend story-book fashion into the surrounding countryside.

COLLEGE TRANSFER PROGRAMS

COLLEGE TRANSFER PROGRAM

DESCRIPTION OF THE PROGRAM

The College Transfer Program offers to students the first two years of general college work in the areas of humanities, social sciences, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Wilkes Community College to provide quality instruction in these areas for transfer credit to senior institutions.

By enrolling in this program, a student may choose a variety of core programs in general education which parallel the freshman and sophomore years of senior institutions. Students who intend to complete the Associate in Arts Degree and transfer to a senior institution to complete a baccalaureate degree program are well advised to inform themselves of the requirements of the particular college to which they intend to transfer in order to insure maximum transferability of credits earned at Wilkes. Usually, however, if a student completes the requirements for the Associate in Arts Degree at Wilkes Community College there is little difficulty in transfering to a senior institution. The programs offered here are similar to those offered at most senior institutions and are flexible enough to allow our students to complete the first two years of nearly any standard college program.

By a comprehensive program of professional counseling and guidance, Wilkes Community College seeks to guide the student and through a series of counselor-student conferences to help plan acceptable programs for transfer to the senior college or university.

GENERAL INFORMATION

The student should consult the general information section for general college policies.

ADMISSIONS

See general admission requirements and procedures.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 96 quarter hours of credit with an average grade of "C" or better. These ninety-six hours will include the following:

COURSE	CREDIT HOURS
English	18
ENG 111, 112, 113	
ENG 211, 212, 213	
Humanities	6
HUM 111, 112, 113	
Mathematics	6-9

This requirement can be met by taking the most advanced mathematics for which the student is qualified.

MAT 111, 112 or
MAT 116, 117, 118

Natural Science	12

This requirement can be met by taking a three quarter sequence in Biology, Chemistry, or Physical Science with laboratory.

BIO 111, 112, 113 or
CHM 111, 112, 113 or
PSI 111, 112, 113

Social Science	15
HIS 111, 112, 113	
HIS 211, 212	
Physical Education	6
PED 111, 112, 113	
PED 211, 212, 213	
Electives	30-33

Students may elect from among any of the courses offered in the College Transfer Division enough hours to complete their total of ninety-six quarter hours. Although any 30-33 hours will satisfy the elective requirement for the Associate in Arts Degree, a student should, with the help of his advisor and the guidance counselor, select courses which will satisfy the requirements of the institution to which he plans to transfer.

PRE-LIBERAL ARTS

FIRST QUARTER		Lec.	Lab.	Credit
ENG 111	Composition	3	0	3
HIS 111	World Civilization	3	0	3
MAT 111	College Mathematics	3	2	3
HUM 111	Humanities	2	0	2
PED 111	Physical Education	1	1	1
	Science Elective*	3	3	4
		15	6	16

SECOND QUARTER				
ENG 112	Composition	3	0	3
HIS 112	World Civilization	3	0	3
MAT 112	College Mathematics	3	2	3
HUM 112	Humanities	2	0	2
PED 112	Physical Education	1	1	1
	Science Elective*	3	3	4
		15	6	16

THIRD QUARTER				
ENG 113	Composition	3	0	3
HIS 113	World Civilization	3	3	3
HUM 113	Humanities	2	0	2
PED 113	Physical Education	1	1	1
	Science Elective*	3	3	4
	Elective	3	0	3
		15	4	16

FOURTH QUARTER				
ENG 211	World Literature	3	0	3
HIS 211	United States History	3	0	3
PHI 211	Introduction to Philosophy	3	0	3
POL 211	American Political Life & Thought	3	0	3
PED 211	Physical Education	1	1	1
	Elective	3	0	3
		16	1	16

FIFTH QUARTER				
ENG 212	World Literature	3	0	3
HIS 212	United States History	3	0	3
POL 212	Comparative Government	3	0	3

* Biology, Physical Science, or Chemistry

PHI 212	History of Western Philosophy	3	0	3
PED 212	Physical Education	1	1	1
	Elective	3	0	3
		16	1	16

SIXTH QUARTER

ENG 213	World Literature	3	0	3
HIS 213	United States History	3	0	3
REL 211	Religions of the World	3	0	3
ART 211	Art Appreciation	3	0	3
PED 213	Physical Education	1	1	1
	Elective	3	0	3
		16	1	16

PRE-EDUCATION

FIRST QUARTER		Lec.	Lab.	Credit
ENG 111	Composition	3	0	3
HUM 111	Humanities	2	0	2
HIS 111	World Civilization	3	0	3
BIO 111	General Biology	3	3	4
MAT 111	College Mathematics	3	2	3
PED 111	Physical Education	1	1	1
		15	6	16

SECOND QUARTER

ENG 112	Composition	3	0	3
HIS 112	World Civilization	3	0	3
BIO 112	General Biology	3	3	4
MAT 112	College Mathematics	3	2	3
HUM 112	Humanities	2	0	2
PED 112	Physical Education	1	1	1
		15	6	16

THIRD QUARTER

ENG 113	Composition	3	0	3
HUM 113	Humanities	2	0	2
HIS 113	World Civilization	3	0	3
BIO 113	General Biology	3	3	4
PED 113	Physical Education	1	1	1
	Elective	3	0	3
		15	4	16

FOURTH QUARTER

ENG 211	World Literature	3	0	3
PSY 214	Introduction to Psychology	3	0	3
HIS 211	United States History	3	0	3
PSC 111	Physical Science	3	3	4
PED 211	Physical Education	1	1	1
	Elective	3	0	3
		16	4	17

FIFTH QUARTER

ENG 212	World Literature	3	0	3
HIS 212	United States History	3	0	3
POL 212	Comparative Government	3	0	3
PSC 112	Physical Science	3	3	4
PED 212	Physical Education	1	1	1
	Elective	3	0	3
		16	4	17

SIXTH QUARTER

ENG 213	World Literature	3	0	3
HIS 213	United States History	3	0	3
PSC 113	Physical Science	3	3	4
ENG 200	Fundamentals of Speech	3	0	3
PED 213	Physical Education	1	1	1
	Elective	3	0	3
		16	4	17

PRE-LIFE SCIENCES

FIRST QUARTER		Lec.	Lab.	Credit
ENG 111	Composition	3	0	3
HUM 111	Humanities	2	0	2
MAT 111	College Mathematics	3	2	3
BIO 111	General Biology	3	3	4
HIS 111	World Civilizations	3	0	3
PED 111	Physical Education	1	1	1
		15	6	16

SECOND QUARTER

ENG 112	Composition	3	0	3
HUM 112	Humanities	2	0	2
MAT 112	College Mathematics	3	2	3

BIO 112	General Biology	3	3	4
HIS 112	World Civilization	3	0	3
PED 112	Physical Education	1	1	1
		15	6	16

THIRD QUARTER

ENG 113	Composition	3	0	3
HUM 113	Humanities	2	0	2
BIO 113	General Biology	3	3	4
HIS 113	World Civilization	3	0	3
PED 113	Physical Education	1	1	1
	Elective	3	0	3
		15	4	16

FOURTH QUARTER

ENG 211	World Literature	3	0	3
BIO 211	General Zoology	2	4	5
CHM 111	General Chemistry	3	3	4
PED 211	Physical Education	1	1	1
	Elective	3	0	3
		12	8	16

FIFTH QUARTER

ENG 212	World Literature	3	0	3
BIO 212	General Zoology	3	4	5
CHM 112	General Chemistry	3	3	4
PED 212	Physical Education	1	1	1
	Elective	3	0	3
		13	8	16

SIXTH QUARTER

ENG 213	World Literature	3	0	3
BIO 213	General Botany	3	4	5
CHM 113	General Chemistry	3	3	4
PED 213	Physical Education	1	1	1
	Elective	3	0	3
		13	8	16

PRE-MATHEMATICS AND SCIENCE

FIRST QUARTER		Lec.	Lab.	Credit
ENG 111	Composition	3	0	3
HUM 111	Humanities	2	0	2
HIS 111	World Civilizations	3	0	3
MAT 116	Pre-Calculus-Algebra and Trigonometry	3	0	3
PSC 111	Physical Science	3	3	4
PED 111	Physical Education	1	1	1
		15	4	16

SECOND QUARTER				
PSC 112	Physical Science	3	3	4
ENG 112	Composition	3	0	3
HUM 112	Humanities	2	0	2
HIS 112	World Civilization	3	0	3
MAT 117	Pre-Calculus-Algebra and Trigonometry	3	0	3
PED 112	Physical Education	1	1	1
		15	4	16

THIRD QUARTER				
ENG 113	Composition	3	0	3
HUM 113	Humanities	2	0	2
HIS 113	World Civilization	3	0	3
MAT 118	Pre-Calculus Mathematics	3	0	3
PSC 113	Physical Science	3	3	4
PED 113	Physical Education	1	1	1
		15	4	16

FOURTH QUARTER				
ENG 211	World Literature	3	0	3
MAT 211	Calculus and Analytic Geometry	5	0	5
CHM 111	General Chemistry	3	3	4
PED 211	Physical Education	1	1	1
	Elective	3	0	3
		15	4	16

FIFTH QUARTER

ENG 212	World Literature	3	0	3
MAT 212	Calculus and Analytic Geometry	5	0	5
CHM 112	General Chemistry	3	3	4
PED 212	Physical Education	1	1	1
	Elective	3	0	3
		15	4	16

SIXTH QUARTER

ENG 213	World Literature	3	0	3
MAT 213	Calculus and Analytic Geometry	5	0	5
CHM 113	General Chemistry	3	3	4
PED 213	Physical Education	1	1	1
	Elective	3	0	3
		15	4	16

TECHNICAL EDUCATION PROGRAMS

TECHNICAL EDUCATION PROGRAMS

Technical Education Programs are specifically designed as terminal career courses of study, leading to the Associate in Applied Science degree. A most important contribution of Wilkes Community College is its continuing emphasis upon occupational education programs.

Traditional four-year collegiate programs are not suited for everyone. The commitment of Wilkes Community College is to provide the right kind of education for an individual. To provide this kind of education that meets needs and interests within the means to pay for it.

Critical manpower shortages exist within the service-area of the College as well as outside of its environs. Through intensive study in a specific occupational area, the student prepares himself for immediate employment. The tenure of an individual as a student can be programmed to meet any exigency.

The demands for graduates of Technical Education Programs far exceeds the number available. Graduates receive the necessary understandings and abilities to enjoy an attractive level of income.

GENERAL INFORMATION

The student should consult the information section for general college policies.

ADMISSIONS

See general admission requirements and procedures.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

ACCOUNTING TECHNOLOGY
AGRICULTURAL BUSINESS TECHNOLOGY
AGRICULTURAL EQUIPMENT TECHNOLOGY
BUILDING CONSTRUCTION TECHNOLOGY
BUSINESS ADMINISTRATION TECHNOLOGY
BUSINESS DATA PROCESSING TECHNOLOGY
FOOD PROCESSING TECHNOLOGY
HOTEL-MOTEL MANAGEMENT TECHNOLOGY
INDUSTRIAL MANAGEMENT TECHNOLOGY
LANDSCAPE CONSTRUCTION TECHNOLOGY
POULTRY AND LIVESTOCK TECHNOLOGY
SECRETARIAL TECHNOLOGY—COURT REPORTING
SECRETARIAL TECHNOLOGY—EXECUTIVE
SECRETARIAL TECHNOLOGY—LEGAL
SECRETARIAL TECHNOLOGY—MEDICAL
WOOD UTILIZATION TECHNOLOGY

ACCOUNTING TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting (or Elective)	2	3	3
MAT 110	Business Mathematics	3	0	3
EDP 104	Introduction to Data Processing Systems	3	2	4
		14	5	16

SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 115	Business Law	5	0	5
BUS 120	Accounting	4	2	5
	Elective	3	0	3
		15	2	16

THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	2	3	3
BUS 121	Accounting	4	2	5
BUS 123	Business Finance	5	0	5
	Elective	3	0	3
		17	5	19

FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
BUS 222	Accounting	4	2	5
BUS 235	Principles of Management	5	0	5
ECO 102	Economics	5	0	5
		17	2	18

FIFTH QUARTER				
ENG 206	Business Communications	3	0	3
BUS 223	Accounting	4	2	5
BUS 229	Taxes	3	2	4
ECO 104	Economics	5	0	5
	Elective	3	0	3
		18	4	20

SIXTH QUARTER

BUS 225	Cost Accounting	3	2	4
BUS 269	Auditing	3	2	4
PSY 206	Applied Psychology	3	0	3
	Elective	6	0	6
		15	4	17

AGRICULTURAL BUSINESS TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	3	0	3
MAT 110	Business Mathematics	3	0	3
BIO 125	Animal Science	5	2	6
		14	2	15

SECOND QUARTER

ENG 102	Composition	3	0	3
AGR 185	Soil Science	5	2	6
BUS 120	Accounting	4	2	5
EDP 104	Introduction to Data Processing Systems	3	2	4
		15	6	18

THIRD QUARTER

ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	2	2	3
BUS 121	Accounting	4	2	5
BIO 170	Plant Science	5	2	6
		14	6	17

SUMMER QUARTER

AGR 200	Internship	0	9	3

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
BUS 235	Principles of Management	5	0	5
MEC 214	Farm Machinery	2	4	4
ECO 102	Economics	5	0	5
		15	4	17

FIFTH QUARTER

AGR	205	Agricultural Marketing	5	2	6
SOC	207	Rural Sociology	3	0	3
BUS	232	Sales Development	3	0	8
		Elective	6	0	6
			17	2	18

SIXTH QUARTER

AGR	22[illegible]	Livestock Diseases & Parasites	3	2	4
PSY	206	Applied Psychology	3	0	3
AGR	201	Agricultural Chemicals	5	2	6
BUS	123	Business Finance	5	0	5
			16	4	18

AGRICULTURAL EQUIPMENT TECHNOLOGY

FIRST QUARTER			Lec.	Lab.	Credit
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
PHY	101	Physics I: Properties of Matter	3	2	4
MEC	111	Internal Combustion Engines I	4	2	5
WLD	119	Techniques of Welding	1	2	2
			16	6	19

SECOND QUARTER

ENG	102	Composition	3	0	3
DFT	101	Technical Drafting	0	6	2
PHY	102	Physics II: Work, Energy, Power	3	2	4
MEC	112	Internal Combustion Engines II	4	2	5
MEC	115	Hydraulic Systems	3	2	4
			13	12	18

THIRD QUARTER

ENG	103	Report Writing	3	0	3
PHY	103	Physics: Electricity	3	2	4
MEC	113	Internal Combustion Engines III	4	2	5
MEC	116	Applied Hydraulics	1	4	3
MEC	118	Small Engines	2	4	4
			13	12	19

SUMMER QUARTER

AGR 200	Agricultural Equipment Internship	0	9	3

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
MEC 210	Power Systems	2	4	4
MEC 211	Diesels I	4	2	5
MEC 214	Farm Machinery	2	4	4
BUS 232	Sales Development	3	0	3
		14	10	19

FIFTH QUARTER

AGR 185	Soil Science	5	2	6
MEC 212	Diesels II	2	4	4
MEC 216	Crop Processing & Handling Equipment	3	2	4
SOC 207	Rural Sociology	3	0	3
		13	8	17

SIXTH QUARTER

MEC 215	Diesels III	2	4	4
MEC 220	Parts and Service Management	3	2	4
PSY 206	Applied Psychology	3	0	3
BUS 235	Principles of Management	5	0	5
		13	6	16

BUILDING CONSTRUCTION TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
PHY 101	Physics: Properties of Matter	3	2	4
DFT 101	Technical Drafting	0	6	2
CIV 101	Surveying	2	6	4
		13	14	18

SECOND QUARTER

ENG 102	Composition	3	0	3
MAT 102	Technical Mathematics	5	0	5
PHY 102	Physics: Work, Energy, Power	3	2	4

DFT 102	Technical Drafting	0	6	2
CIV 114	Statics	5	0	5
		16	8	19

THIRD QUARTER

ENG 103	Report Writing	3	0	3
MAT 103	Technical Mathematics	5	0	5
PHY 103	Physics: Electricity	3	2	4
CIV 102	Surveying	2	6	4
CIV 216	Strength of Materials	3	2	4
		16	10	20

FOURTH QUARTER

ENG 204	Oral Communications	3	0	3
CIV 201	Properties of Engineering Materials	2	3	3
CIV 217	Construction Methods & Equipment	3	2	4
CIV 218	Plain Concrete	3	3	4
CIV 219	Steel and Timber Construction	3	2	4
		14	10	18

FIFTH QUARTER

CIV 202	Properties of Soils	2	3	3
CIV 220	Construction Planning	2	3	3
CIV 221	Reinforced Concrete Construction	3	2	4
CIV 223	Codes, Contracts & Specifications	2	0	2
	Social Science Elective	3	0	3
		12	8	15

SIXTH QUARTER

CIV 225	Construction Estimates and Costs	3	6	5
CIV 226	Foundation Construction	3	2	4
PSY 206	Applied Psychology	3	0	3
	Elective	5	0	5
		14	8	17

BUSINESS ADMINISTRATION TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting (or Elective)	2	3	3
MAT 110	Business Mathematics	3	0	3
EDP 104	Introduction To Data Processing Systems	3	2	4
		14	5	16

SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 115	Business Law	5	0	5
BUS 120	Accounting	4	2	5
	Elective	3	0	3
		15	2	16

THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	2	3	3
BUS 121	Accounting	4	2	5
BUS 123	Business Finance	5	0	5
	Elective	3	0	3
		17	5	19

FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
BUS 235	Principles of Management	5	0	5
BUS 239	Principles of Marketing	5	0	5
ECO 102	Economics	5	0	5
		18	0	18

FIFTH QUARTER				
ENG 206	Business Communication	3	0	3
BUS 214	Office Procedures	3	2	4
BUS 229	Taxes	3	2	4
BUS 243	Marketing Promotion	5	0	5
ECO 104	Economics	5	0	5
		19	4	21

SIXTH QUARTER

BUS 271	Office Management	3	0	3
BUS 272	Personnel Management & Supervision	5	0	5
PSY 206	Applied Psychology	3	0	3
	Elective	6	0	6
		17	0	17

BUSINESS DATA PROCESSING TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
MAT 121	Numbering System and Boolean Algebra	4	0	4
EDP 101	Functional Wiring Principles I	2	3	3
EDP 104	Introduction to Data Processing Systems	3	2	4
		17	5	19

SECOND QUARTER

ENG 102	Composition	3	0	3
MAT 214	Statistics	5	0	5
BUS 120	Accounting	4	2	5
EDP 102	Functional Wiring Principles II	2	3	3
EDP 106	Business Programming	2	4	4
		16	9	20

THIRD QUARTER

ENG 103	Report Writing	3	0	3
EDP 108	Scientific Programming	2	4	4
BUS 121	Accounting	4	2	5
BUS 123	Business Finance	5	0	5
		14	6	17

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
EDP 202	Programming System Techniques	3	4	5
BUS 110	Office Machines	2	3	3
BUS 239	Principles of Marketing	5	0	5
	Elective	3	0	3
		16	7	19

FIFTH QUARTER

EDP 205	Linear Programming & Critical Path Method	2	4	4
BUS 115	Business Law	5	0	5
BUS 243	Marketing Promotion	5	0	5
	Elective	6	0	6
		18	4	20

SIXTH QUARTER

EDP 216	Research Project	1	8	5
BUS 225	Cost Accounting	3	2	4
BUS 272	Personnel Management & Supervision	5	0	5
PSY 206	Applied Psychology	3	0	3
	Elective	3	0	3
		15	10	20

FOOD PROCESSING TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
FPR 101	Food Science I	3	2	4
CHM 110	Technical Chemistry	4	3	5
		15	5	17

SECOND QUARTER

ENG 102	Composition	3	0	3
MAT 214	Statistics	5	0	5
FPR 102	Food Science II	3	2	4
FPR 111	Food Processing Chemistry I	3	4	5
		14	6	17

THIRD QUARTER

ENG 103	Report Writing	3	0	3
PSY 206	Applied Psychology	3	0	3
BIO 174	General Microbiology	3	2	4
FPR 112	Food Processing Chemistry II	3	4	5
FPR 225	Food Plant Management	3	0	3
		15	6	18

SUMMER QUARTER

FPR 200	Internship	0	9	3

FOURTH QUARTER

ENG 204	Oral Communications	3	0	3
BIO 176	Microbiology of Foods	3	4	5
FPR 103	Food Science III	3	2	4
FPR 218	Food Processing—Poultry	3	4	5
		12	10	17

FIFTH QUARTER

SOC 207	Rural Sociology (or Elective)	3	0	3
FPR 201	Food Processing Mechanics I	3	4	5
FPR 212	Food Processing—Dairy Products	3	4	5
FPR 216	Food Processing—Meats	3	4	5
		12	12	18

SIXTH QUARTER

FPR 202	Food Processing Mechanics II	3	4	5
FPR 208	Food Regulations and Control	3	2	4
FPR 214	Food Processing—Fruits and Vegetables	3	4	5
FPR 226	Quality Control	3	2	4
		12	12	18

HOTEL-MOTEL MANAGEMENT TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 110	Business Mathematics	3	0	3
HMM 102	Introduction to Hotel-Motel Administration	3	0	3
HMM 103	Human Relations in the Hospitality Industry	3	0	3
	Elective	3	0	3
		15	0	15

SECOND QUARTER

ENG 102	Composition	3	0	3
HMM 104	Front Office Procedures	3	2	4
HMM 106	Food and Beverage Control	3	0	3

BUS 115	Business Law	5	0	5
BUS 120	Accounting	4	2	5
		18	4	20

THIRD QUARTER

ENG 103	Report Writing	3	0	3
BUS 123	Business Finance	5	0	5
HMM 105	Hotel-Motel Law	3	0	3
HMM 107	Hotel-Motel Accounting	3	2	4
HMM 112	Seminar and Work Experience	1	6	3
		15	8	18

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
HMM 208	Supervisory Housekeeping	2	2	3
HMM 213	Seminar and Work Experience	1	6	3
BUS 235	Principles of Management	5	0	5
ECO 102	Economics	5	0	5
		16	8	19

FIFTH QUARTER

BUS 243	Principles of Marketing Promotion	5	0	5
BUS 247	Business Insurance	3	0	3
HMM 209	Food & Beverage Purchasing	3	0	3
HMM 210	Hotel-Motel Management	3	0	3
HMM 214	Seminar and Work Experience	1	6	3
		15	6	17

SIXTH QUARTER

BUS 272	Personnel Management and Supervision	5	0	5
HMM 211	Food and Beverage Management and Service	3	2	4
HMM 215	Seminar Work Experience	1	6	3
HMM 216	Maintenance and Engineering	3	0	3
PSY 206	Applied Psychology	3	0	3
	Elective	3	0	3
		18	8	21

INDUSTRIAL MANAGEMENT TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
ECO 102	Economics	5	0	5
EDP 104	Introduction to Data Processing Systems	3	2	4
		16	2	17

SECOND QUARTER				
ENG 102	Composition	3	0	3
ISC 231	Manufacturing Cycle	5	0	5
BUS 115	Business Law	5	0	5
BUS 235	Principles of Management	5	0	5
		18	0	18

THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 110	Office Machines	2	2	3
BUS 123	Business Finance	5	0	5
ISC 102	Industrial Safety	1	6	3
ISC 203	Motion Study	3	2	4
		14	10	18

FOURTH QUARTER				
ENG 204	Oral Communication	3	0	3
ISC 210	Job Analysis and Evaluation	3	2	4
ISC 213	Production Planning	3	3	4
BUS 239	Principles of Marketing	5	0	5
	Elective	3	0	3
		17	5	19

FIFTH QUARTER				
ISC 202	Quality Control	3	2	4
ISC 209	Plant Layout	3	2	4
ECO 201	Labor Economics & Labor Relations	3	2	4
SOC 207	Rural Sociology	3	0	3
	Elective	3	0	3
		15	6	18

SIXTH QUARTER

BUS 272	Personnel Management and Supervision	5	0	5
ISC 204	Value Analysis	3	0	3
ISC 211	Work Measurement	3	2	4
PSY 206	Applied Psychology	3	0	3
	Elective	3	0	3
		17	2	18

LANDSCAPE CONSTRUCTION TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
CHM 110	Technical Chemistry	4	3	5
ECO 102	Economics	5	0	5
		17	3	18

SECOND QUARTER

ENG 102	Composition	3	0	3
BUS 115	Business Law	5	0	5
AGR 185	Soil Science	5	2	6
LCT 151	Plant Materials I	2	4	4
		15	6	18

THIRD QUARTER

ENG 103	Report Writing	3	0	3
LCT 154	Plant Materials II	2	4	4
BIO 170	Plant Science	5	2	6
	Elective	6	0	6
		16	6	19

SUMMER QUARTER

LCT 200	Internship	0	9	3

FOURTH QUARTER

ENG 204	Oral Communication	3	0	3
LCT 251	Landscape Design	3	2	4
LCT 253	Greenhouse Management	3	2	4

LCT 256	Nursery Management I	3	2	4
BIO 245	Entomology	2	2	3
		14	8	18

FIFTH QUARTER

BIO 165	Plant Pathology	3	2	4
LCT 155	Arboriculture	3	2	4
LCT 252	Landscape Gardening	3	2	4
LCT 257	Nursery Management II	3	2	4
SOC 207	Rural Sociology	3	0	3
		15	8	19

SIXTH QUARTER

LCT 258	Turf Practices	3	4	5
LCT 260	Lawn and Garden Equipment	2	2	3
LCT 262	Landscape Surveying	2	2	3
PSY 206	Applied Psychology	3	0	3
	Elective	3	0	3
		13	8	17

POULTRY AND LIVESTOCK TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 110	Business Mathematics	3	0	3
BIO 125	Animal Science	5	2	6
AGR 180	General Poultry Science I	3	2	4
		14	4	16

SECOND QUARTER

ENG 102	Composition	3	0	3
EDP 104	Introduction To Data Processing Systems	3	2	4
CHM 110	Technical Chemistry	4	3	5
AGR 185	Soil Science	5	2	6
		15	7	18

THIRD QUARTER

ENG 103	Report Writing	3	0	3
AGR 127	Animal Nutrition	5	2	6

AGR 181	General Poultry Science II	3	2	4
BIO 170	Plant Science	5	2	6
		16	6	19

SUMMER QUARTER

AGR 200	Internship	0	9	3

FOURTH QUARTER

ENG 204	Oral Communications	3	0	3
AGR 225	Dairy Production	3	2	4
BUS 235	Principles of Management	5	0	5
MEC 214	Farm Machinery	2	4	4
	Elective	3	0	3
		16	6	19

FIFTH QUARTER

AGR 205	Agricultural Marketing	5	2	6
AGR 227	Beef Production	3	2	4
SOC 207	Rural Sociology	3	0	3
ECO 102	Economics	5	0	5
		16	4	18

SIXTH QUARTER

AGR 201	Agricultural Chemicals	5	2	6
AGR 226	Swine Production	3	2	4
AGR 280	Poultry Health	3	2	4
PSY 206	Applied Psychology	3	0	3
		14	6	17

SECRETARIAL TECHNOLOGY—COURT REPORTING

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 102	Typewriting (or Elective)	2	3	3
BUS 126	Machine Shorthand	5	5	7
MAT 110	Business Mathematics	3	0	3
		13	8	16

SECOND QUARTER

ENG 102	Composition	3	0	3
BUS 103	Typewriting (or Elective)	2	3	3

BUS	120	Accounting	4	2	5
BUS	127	Machine Shorthand	5	5	7
			14	10	18

THIRD QUARTER

ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	4	2	5
BUS	128	Machine Shorthand	5	5	7
			14	10	18

FOURTH QUARTER

ENG	204	Oral Communication	3	0	3
ECO	102	Economics	5	0	5
BUS	202	Dictation and Transcription	3	2	4
BUS	251	Court Procedure	5	0	5
		Elective	3	0	3
			19	2	20

FIFTH QUARTER

ENG	206	Business Communications	3	0	3
BUS	115	Business Law	5	0	5
BUS	183	Terminology & Vocabulary (Medical)	3	0	3
BUS	203	Dictation and Transcription	3	2	4
BUS	214	Office Procedures	3	2	4
			17	4	19

SIXTH QUARTER

BUS	110	Office Machines	2	3	3
BUS	204	Dictation and Transcription	3	2	4
BUS	205	Advanced Typewriting	3	2	4
BUS	253	Court Reporting	0	10	5
PSY	206	Applied Psychology	3	0	3
			11	17	19

SECRETARIAL TECHNOLOGY—EXECUTIVE

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting (or Elective)	2	3	3
BUS 106	Shorthand (or Elective)	2	3	3
MAT 110	Business Mathematics	3	0	3
		13	6	15
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 103	Typewriting (or Elective)	2	3	3
BUS 107	Shorthand (or Elective)	2	3	3
BUS 112	Filing	3	0	3
BUS 120	Accounting	4	2	5
		14	8	17
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BUS 104	Typewriting	2	3	3
BUS 108	Shorthand	2	3	3
BUS 110	Office Machines I	2	3	3
BUS 121	Accounting	4	2	5
		13	11	17
FOURTH QUARTER				
ENG 204	Oral Communications	3	0	3
BUS 206	Dictation and Transcription (Executive)	3	2	4
BUS 211	Office Machines II	2	3	3
ECO 102	Economics	5	0	5
EDP 104	Introduction to Data Processing Systems	3	2	4
		16	7	19
FIFTH QUARTER				
ENG 206	Business Communication	3	0	3
BUS 115	Business Law	5	0	5
BUS 207	Dictation and Transcription (Executive)	3	2	4

BUS 214	Office Procedures	3	2	4
	Elective	3	0	3
		17	4	19

SIXTH QUARTER

BUS 205	Advanced Typewriting	3	2	4
BUS 208	Dictation and Transcription (Executive)	3	2	4
BUS 271	Office Management	3	0	3
PSY 206	Applied Psychology	3	0	3
	Elective	6	0	6
		18	4	20

SECRETARIAL TECHNOLOGY—LEGAL

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting (or Elective)	2	3	3
BUS 106	Shorthand (or Elective)	2	3	3
MAT 110	Business Mathematics	3	0	3
		13	6	15

SECOND QUARTER

ENG 102	Composition	3	0	3
BUS 103	Typewriting (or Elective)	2	3	3
BUS 107	Shorthand (or Elective)	2	3	3
BUS 112	Filing	3	0	3
BUS 120	Accounting	4	2	5
		14	8	17

THIRD QUARTER

ENG 103	Report Writing	3	0	3
BUS 104	Typewriting	2	3	3
BUS 108	Shorthand	2	3	3
BUS 110	Office Machines I	2	3	3
BUS 121	Accounting	4	2	5
		13	11	17

FOURTH QUARTER

ENG	204	Oral Communication	3	0	3
BUS	206	Dictation & Transcription (Legal)	3	2	4
BUS	211	Office Machines II	2	3	3
ECO	102	Economics	5	0	5
EDP	104	Introduction to Data Processing Systems	3	2	4
			16	7	19

FIFTH QUARTER

ENG	206	Business Communications	3	0	3
BUS	115	Business Law	5	0	5
BUS	207	Dictation & Transcription (Legal)	3	2	4
BUS	214	Office Procedures	3	2	4
			14	4	16

SIXTH QUARTER

BUS	205	Advanced Typewriting	3	2	4
BUS	208	Dictation & Transcription (Legal)	3	2	4
BUS	271	Office Management	3	0	3
PSY	206	Applied Psychology	3	0	3
		Elective	6	0	6
			18	4	20

SECRETARIAL TECHNOLOGY—MEDICAL

FIRST QUARTER			Lec.	Lab.	Credit
ENG	101	Grammar	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typewriting (or Elective)	2	3	3
BUS	106	Shorthand (or Elective)	2	3	3
MAT	110	Business Mathematics	3	0	3
			13	6	15

SECOND QUARTER

ENG	102	Composition	3	0	3
BUS	103	Typewriting (or Elective)	2	3	3
BUS	107	Shorthand (or Elective)	2	3	3
BUS	112	Filing	3	0	3
BUS	120	Accounting	4	2	5
			14	8	17

THIRD QUARTER

ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	108	Shorthand	2	3	3
BUS	110	Office Machines I	2	3	3
BUS	121	Accounting	4	2	5
			13	11	17

FOURTH QUARTER

ENG	204	Oral Communication	3	0	3
BUS	206	Dictation and Transcription (Medical)	3	2	4
BUS	211	Office Machines II	2	3	3
ECO	102	Economics	5	0	5
EDP	104	Introduction to Data Processing Systems	3	2	4
			16	7	19

FIFTH QUARTER

ENG	206	Business Communications	3	0	3
BUS	115	Business Law	5	0	5
BUS	207	Dictation and Transcription (Medical)	3	2	4
BUS	214	Office Procedures	3	2	4
		Elective	3	0	3
			17	4	19

SIXTH QUARTER

BUS	205	Advanced Typewriting	3	2	4
BUS	208	Dictation and Transcription (Medical)	3	2	4
BUS	271	Office Management	3	0	3
PSY	206	Applied Psychology	3	0	3
		Elective	6	0	6
			18	4	20

WOOD UTILIZATION TECHNOLOGY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 101	Grammar	3	0	3
MAT 101	Technical Mathematics	5	0	5
CHM 110	Technical Chemistry	4	3	5
ECO 102	Economics	5	0	5
		17	3	18
SECOND QUARTER				
ENG 102	Composition	3	0	3
BUS 115	Business Law	5	0	5
AGR 185	Soil Science	5	2	6
WUT 131	Wood Anatomy and Identification	5	2	6
		18	4	20
THIRD QUARTER				
ENG 103	Report Writing	3	0	3
BIO 170	Plant Science	5	2	6
WUT 135	Lumber Manufacturing and Properties	5	2	6
	Elective	3	0	3
		16	4	18
SUMMER QUARTER				
WUT 200	Internship	0	9	3
FOURTH QUARTER				
ENG 204	Oral Communications	3	0	3
PHY 101	Physics	3	2	4
EDP 104	Introduction to Data Processing Systems	3	2	4
WUT 231	Forest Products Other Than Lumber	5	2	6
		14	6	17
FIFTH QUARTER				
WUT 233	Structures and Utilities	3	2	4
WUT 239	Wood Seasoning and Preservation	5	2	6
SOC 207	Rural Sociology	3	0	3
	Elective	3	0	3
		14	4	16

SIXTH QUARTER

MEC 242	Power Units	3	2	4
BUS 235	Principles of Management	5	0	5
AGR 290	Soil Conservation	3	4	5
WUT 240	Secondary Wood Processing	5	2	6
PSY 206	Applied Psychology	3	0	3
		19	8	23

VOCATIONAL EDUCATION PROGRAMS

VOCATIONAL EDUCATION PROGRAMS

Vocational, or trade, course of study are designed in the same manner as technical programs—to prepare students for immediate employment upon graduation. Vocational programs lead to a diploma, and are one full year in length, with the exception of Masonry.

All programs at the College are in critical skill areas.

ADMISSION

See general admission requirements and procedures.

ONE YEAR DIPLOMA

PROGRAMS OF STUDY

AUTOMOTIVE MECHANICS (POWER MECHANICS)

CARPENTRY

DRAFTING—BUILDING TRADES

MASONRY

PRACTICAL NURSE EDUCATION

RADIO AND TELEVISION SERVICING

TEACHER AIDE

TEACHER AIDE (Part-Time)

AUTOMOTIVE MECHANICS (POWER MECHANICS)

FIRST QUARTER			Lec.	Lab.	Credit
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18

SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17

THIRD QUARTER					
PME	1122	Braking Systems	3	3	4
PME	1126	Automotive Chasis and Suspension Systems	3	9	6
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17

FOURTH QUARTER					
PME	1124	Automotive Power Train Systems	3	9	6
PME	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15

CARPENTRY

FIRST QUARTER		Lec.	Lab.	Credit
ENG 1101	Reading Improvement	2	0	2
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1110	Blueprint Reading: Building Trades	0	3	1
CAR 1101	Carpentry	3	15	8
		10	18	16

SECOND QUARTER				
ENG 1102	Communication Skills	3	0	3
MAT 1112	Building Trades Mathematics	3	0	3
DFT 1111	Blueprint Reading & Sketching	0	3	1
CAR 1102	Carpentry: Millwork & Cabinetmaking	3	15	8
		9	18	15

THIRD QUARTER				
PSY 1101	Human Relations	3	0	3
CAR 1113	Carpentry: Estimating	3	3	4
CAR 1103	Carpentry: Framing	3	15	8
		9	18	15

FOURTH QUARTER				
CAR 1114	Building Codes	3	0	3
BUS 1103	Small Business Operations	3	0	3
CAR 1104	Carpentry: Finishing	3	18	9
		9	18	15

DRAFTING-BUILDING TRADES

FIRST QUARTER		Lec.	Lab.	Credit
DFT 1121	Drafting I	3	12	7
MAT 1103	Geometry	3	0	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Applied Science	3	2	4
		11	14	16

SECOND QUARTER				
DFT 1122	Drafting II	3	6	5
DFT 1125	Descriptive Geometry	2	3	3
MAT 1102	Algebra	5	0	5
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science	3	2	4
		16	11	20

THIRD QUARTER				
MAT 1104	Trigonometry	3	0	3
DFT 1141	Building Trades Drafting I	3	12	7
DFT 1143	Mechanical Equipment Building	3	0	3
DFT 1144	Building Materials and Methods	3	0	3
PSY 1101	Human Relations	3	0	3
		15	12	19

FOURTH QUARTER				
DFT 1142	Building Trades Drafting II	3	12	7
DFT 1145	Specifications and Contracts	3	0	3
CIV 1101	Surveying	2	3	3
BUS 1103	Small Business Operations	3	0	3
		11	15	16

MASONRY

FIRST QUARTER			Lec.	Lab.	Credit
ENG	1101	Reading Improvement	2	0	2
MAS	1101	Bricklaying	3	15	10
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1110	Blueprint Reading: Building Trades	0	3	1
			10	18	18

SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
MAS	1102	Bricklaying	5	15	10
MAT	1112	Building Trades Mathematics	3	0	3
DFT	1111	Blueprint Reading and Sketches	0	3	1
			11	18	17

THIRD QUARTER					
PSY	1101	Human Relations	3	0	3
MAS	1103	General Masonry	5	15	10
MAS	1113	Masonry Estimating	3	3	4
DFT	1112	Blueprint Reading and Sketching	0	3	1
			11	21	18

PRACTICAL NURSE EDUCATION

FIRST QUARTER			Lec.	Lab.	Clin.	Credit
PNE	1101	Fundamentals of Practical Nursing	5	2	6	8
PNE	1102	Anatomy and Physiology	5	0	0	5
PNE	1103	Nutrition	3	0	0	3
PNE	1104	Growth & Development	3	0	0	3
PNE	1105	Vocational Adjustment I	2	0	0	2
MAT	1119	Math for Practical Nursing	2	0	0	2
ENG	1143	Effective Communications	2	0	0	2
			22	2	6	25

SECOND QUARTER						
PNE	1106	Medical-Surgical I	4	2	0	5
PNE	1107	Maternity Nursing I	2	0	0	2
PNE	1108	Pediatric Nursing I	3	0	0	3
PNE	1109	Clinical Experience I (Medical, Surgical, Obstetrical, or Pediatric)	0	0	21	7
			9	2	21	17

THIRD QUARTER						
PNE	1110	Medical-Surgical II	5	0	0	5
PNE	1111	Maternity Nursing II	2	2	0	3
PNE	1112	Pediatrics II	2	0	0	2
PNE	1113	Pharmacology	1	0	0	1
PNE	1114	Clinical Experience II (Medical, Surgical, or Pediatric)	0	0	21	7
			10	2	21	18

FOURTH QUARTER						
PNE	1115	Medical-Surgical Nursing III	11	0	0	11
PNE	1116	Vocational Adjustments II	2	0	0	2
PNE	1117	Clinical Experience III (Medical, Surgical, Pediatric, or Obstetrical)	0	0	21	7
			13	0	21	20

RADIO AND TELEVISION SERVICING

FIRST QUARTER			Lec.	Lab.	Credit
MAT	1115	Electrical Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
ELC	1112	Direct & Alternating Current	5	15	10
			12	15	17

SECOND QUARTER					
MAT	1116	Electrical Mathematics	5	0	5
ENG	1102	Communication Skills	3	0	3
ELN	1122	Vacuum Tubes & Circuits	5	9	8
ELN	1123	Amplifier Systems	2	6	4
			15	15	20

THIRD QUARTER					
ELN	1125	Radio Receiver Servicing	2	6	4
ELN	1126	Transistor Theory & Circuits	4	15	9
PSY	1101	Human Relations	3	0	3
			9	21	16

FOURTH QUARTER					
ELN	1127	Television Receiver Circuits and Servicing	10	15	15
BUS	1103	Small Business Operations	3	0	3
			13	15	18

TEACHER AIDE

FIRST QUARTER			Lec.	Lab.	Credit
EDU	101	The Role of the Teacher Aide	3	0	3
EDU	111	Instructional Materials I	3	0	3
*BUS	102	Typewriting	2	3	3
*ENG	90	Preparatory English	3	0	3
*MAT	90	Preparatory Mathematics	3	0	3
			14	3	15

SECOND QUARTER					
EDU	102	The School	3	0	3
EDU	112	Instructional Materials II	3	0	3
BUS	110	Office Machines	2	2	3
ENG	101	Grammar	3	0	3
MAT	110	Business Mathematics	3	0	3
			14	2	15

THIRD QUARTER					
SOC	103	The Community	3	0	3
EDU	114	Audiovisual Instruction	3	0	3
EDU	121	Library Materials and Resources	3	0	3
ENG	102	Composition	3	0	3
MAT	106	Modern Mathematics	3	0	3
			15	0	15

FOURTH QUARTER					
PSY	106	Applied Educational Psychology	3	0	3
ENG	204	Oral Communications	3	0	3
EDU	131	School Records and Reports	3	0	3
EDU	151	Creative Activities	3	0	3
		Elective	3	0	3
			15	0	15

* Student may select an elective if proficiency has been determined.

TEACHER AIDE
Part-Time Basis

FIRST QUARTER			Lec.	Lab.	Credit
EDU	101	The Role of the Teacher Aide	3	0	3
*ENG	90	Preparatory English	3	0	3
MAT	90	Preparatory Mathematics	3	0	3
			9	0	9
SECOND QUARTER					
EDU	102	The School	3	0	3
ENG	101	Grammar	3	0	3
MAT	110	Business Mathematics	3	0	3
			9	0	9
THIRD QUARTER					
SOC	103	The Community	3	0	3
ENG	102	Composition	3	0	3
*BUS	102	Typewriting	2	3	3
			8	3	9
FOURTH QUARTER					
EDU	111	Instructional Materials I	3	0	3
PSY	106	Applied Educational Psychology	3	0	3
MAT	106	Modern Mathematics	3	0	3
			9	0	9
FIFTH QUARTER					
EDU	112	Instructional Materials II	3	0	3
ENG	204	Oral Communications	3	0	3
EDU	131	School Records and Reports	3	0	3
			9	0	9
SIXTH QUARTER					
EDU	114	Audiovisual Instructions	3	0	3
BUS	110	Office Machines	2	2	3
		Elective	3	0	3
			8	2	9
SEVENTH QUARTER					
EDU	121	Library Materials and Resources	3	0	3
EDU	151	Creative Activities	3	0	3
			6	0	6

* Student may select an elective if proficiency has been determined.

CONTINUING EDUCATION PROGRAMS AND COMMUNITY SERVICES

CONTINUING EDUCATION AND COMMUNITY SERVICE

Wilkes Community College is committed to the continuing education of all its citizens. To fulfill a large measure of its commitment, the college offers a variety of courses, institutes, conferences, clinics, forums, demonstrations, workshops, concerts, exhibits, and other community educational services—all relating to and designed specifically to meet adult educational needs and interests.

Through the Continuing Education and Community Service Programs students find opportunities to retain and up-grade in employment, develop leadership and civic responsibility, grow in basic knowledge and understanding, improve in home and community life, expand knowledge in general education, and develop creativity in art and science.

GENERAL INFORMATION

Continuing Education and Community Service Programs are offered when there is community need and interest. Some courses and services, because of great demand, are offered on a regular, continuing basis. Other courses and services may be initiated by requests from individuals and groups. Wilkes Community College cooperates with public and private groups and agencies including public schools, governmental agencies, civic clubs, public libraries, senior colleges, and industries in providing educational services for greater numbers of people.

CLASS LOCATIONS

Many adult education courses and services are provided on the college campus. Other courses and services are provided in extension centers in the various communities of Wilkes, Ashe, and Alleghany Counties. Extension centers include school buildings, community buildings, churches, industrial buildings, and other approved facilities. New extension courses may be established whenever fifteen or more adults request a given course.

ADMISSION AND REGISTRATION

Any adult eighteen years of age or older may be admitted to an adult education class. Registration for most adult education courses will be during the first class meeting.

FEES

Fees vary with the type of adult education program provided. Some programs such as Adult Basic Education are supported primarily from federal funds and are free of student fees. Other pro-

grams such as Business Education are partially self-supporting and are paid for through student fees. When such fees are necessary, they are announced in the course schedule and are payable to the college business office before the first class session. Books and supplies are the responsibility of the student and may be purchased from the college bookstore.

ATTENDANCE

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80 per cent is required to receive the adult diploma and/or certificate.

PROGRAMS

Adult Education and Community Service Programs are offered in five major areas: Development Studies, Public Affairs, Professional Inservice, Family Life, and General Adult. The Programmed Instruction Center or Learning Laboratory makes an important contribution to each adult education program area and to many other programs offered by Wilkes Community College.

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program includes courses in Adult Basic Education, Adult High School Education, and Guided Studies Education.

ADULT BASIC EDUCATION

Adult Basic Education is especially designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Courses are offered at two levels.

Level One: Non-readers through grade four; basic reading, writing and arithmetic.

Level Two: Grade five through grade eight; reading improvement, English expression, arithmetic, geography and social studies.

ADULT HIGH SCHOOL EDUCATION
(Programmed Instruction Center)

The Programmed Instruction Center or Learning Laboratory is an important adjunct to the total college instructional program. In the center are numerous programs in English and reading, mathematics, science, business, social studies, and foreign languages. Programs begin at the adult basic level and extend through the college

level. Students may study for the adult high school certificate, G. E. D., remedy an academic weakness before entering college, supplement a course presently being completed, or study a particular course of personal interest. Since the center is open day and evening for student use, a person may plan to study several hours each week at times most convenient to him.

PUBLIC AFFAIRS PROGRAM

The Public Affairs Program includes courses in Fire Service Training, Hospitality and Tourism Education, Business Management, Leadership Training, and Citizenship Development.

FIRE SERVICE TRAINING

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. The classes are often taken directly to the firemen through training sessions held in local departments and in-the-community training fields. Among the courses offered are the following:

Introduction to Fire-Fighting
Portable Fire Extinguishers
Fire Stream Practices
Fire Apparatus Practices
Fire-fighting Procedures
Rope Practices
Ladder Practices
Hose Practices
Rescue Practices
Forcible Entry

HOSPITALITY AND TOURISM EDUCATION

The hospitality and tourist industry is the third largest industry in North Carolina and is growing in economic importance to the state. Through a variety of short courses and training programs in hospitality and tourism the College contributes to the development and continuing growth of this important North Carolina Industry. Among the courses offered are the following:

Waiter-Waitress Training
Hotel-Motel Operation
Food and Beverage Control
Supervisory Housekeeping
Service Station Attendant Training
Hotel-Motel Law
Menu Planning
Lunchroom Management
Basic Nutrition
Human Relations

BUSINESS MANAGEMENT

There is a growing need for education for retail personnel in the business world. To fulfill a portion of this need, Wilkes Community College provides classes in numerous business areas including the following:

Job Relations in Business
Customer Relations
Personality Development
Creative Salesmanship
Advertising
Credit and Collections
Interior Display
Marketing Research

LEADERSHIP TRAINING

The increasing complexity of American society demands that greater attention be given to leadership training. Among the leadership oriented courses provided by the College are the following:

Public Speaking
Parliamentary Procedure
Program Planning
Conferences That Work
Discussion Leadership
Committee Organization

CITIZENSHIP DEVELOPMENT

The development of creative citizenship responsive to community potential and problems is an imperative of these times. Courses in citizenship education contribute to such development. Among the Citizenship Development Courses offered by the Community College are the following:

American History
World History
Great Decisions
United Nations
North Carolina History
Local Government
State Government
Social Problems

PROFESSIONAL INSERVICE PROGRAM

The Professional Inservice Program includes courses in Business Education, Health Education, Teacher Education, and Supervisory Development Training. Courses are offered at the professional and subprofessional levels.

BUSINESS EDUCATION

Courses in Business Education are planned especially for adults who desire business education for personal and job-related purposes. Among the courses provided by the College are the following:

Personal Typing
Business English
Gregg Shorthand
ABC Stenoscript
Bookkeeping
Accounting
Business Correspondence
Business Math
Business Machines
Punch Card Operation

HEALTH EDUCATION

Health Education courses are specially designed to contribute to the improvement of health and provide opportunities for persons engaged in all aspects of health service to up-date themselves in their professions. Courses are available in the following subject areas:

Chronic Diseases
Mental Health
Geriatrics and Gerontology
Child Health
Emotional Problems
Physical Handicaps
Population Control
General Diseases

TEACHER EDUCATION

Teachers are increasingly seeking opportunities for professional growth through inservice education. The Community College cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshops, and credit courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas as the following:

Reading Instruction
Elementary School Art
Public Affairs
Mathematics
Mental Health
Counseling
Physical Science
Social Science

SUPERVISORY DEVELOPMENT TRAINING

Supervisory Development Training courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are available in numerous subject areas including the following:

Human Relations
Effective Communications
Effective Speaking
Reading Improvement
Industrial First Aid
Cost Accounting
Conference Leadership
Job Analysis Training

FAMILY LIFE PROGRAM

The Family Life Program includes Parent Education, Home Life Education, Consumer Economics, and Senior Citizens Education.

PARENT EDUCATION

Parent Education is designed to contribute new ideas and approaches to child rearing, provide solutions to youth-parent problems, and make family life more satisfying in the midst of great social

change. Courses in Parent Education include the following:

Modern Math for Parents	The Child 6 to 12
The Pre-School Child	Understanding Teenagers
Engaged Couples	Baby Care
Family Planning	Marriage and Family Life

HOME LIFE EDUCATION

Home Life Education is designed to help family members take advantage of emerging opportunities in education. Adult education courses in Home Life suggest scores of ways to help make family life more exciting, more enjoyable, and more economical. Among the courses offered by the College are the following:

Creative Crafts	Furniture Refinishing
Knitting	Home Nursing
Sewing	Practical Arts
Home Landscaping	Basic Cooking
Flower Growing	Party Foods
First Aid	Interior Decorating

CONSUMER ECONOMICS EDUCATION

Consumer Economics Education contributes to efficient consumption of America's vast storehouse of economic goods. Among the courses available are the following:

Basic Economics	Personal Income Tax
Buying a Home	Law for Laymen
Budgeting	Investments
Home Record Keeping	Credit Buying

SENIOR CITIZENS EDUCATION

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided especially for senior citizens are the following:

Health for Senior Citizens	Retirement Planning
Home Gardening	Travel Tour Lecture
Arts and Crafts	Challenge of Maturity

Senior Citizens may want to enroll in courses listed in other areas of adult education.

GENERAL ADULT PROGRAM

The General Adult Program includes Liberal Arts, Fine Arts, and Performing Arts.

LIBERAL ARTS EDUCATION

Liberal Arts Education provides adults with courses to widen horizons and create new dimensions in thinking and acting. Some of the courses offered in this area are the following:

Conversational Spanish
Speed Reading
Creative Writing
Philosophy
Literature
Astronomy
Comparative Religion
Logic

FINE ARTS EDUCATION

Fine Arts Education is designed to help adults discover and develop talents, refine active talents, and develop interest in and appreciation of the fine arts heritage of our society. Courses which are offered in Fine Arts Education by the College include the following:

Oil Painting
Water Color Painting
Drawing
Ceramics
Landscape painting
Photography
History of Art
Sculpture

PERFORMING ARTS EDUCATION

Performing Arts Education provides an opportunity for adults to create and develop interests and abilities in numerous cultural activities. Among the subject areas in which courses are offered are the following:

Music Composition
Music Reading
Choral Music
Dramatics
Music Appreciation
Instrumental Music
Chorus and Quartet
Public Debate

COMMUNITY SERVICES

Wilkes Community College sponsors and promotes a number of Community Services which contributes to the cultural, economic, and civil improvement of the community. Such services arise from almost every program area. Among the more frequently offered Community Services are the following:

Seminars and Conferences
Speaker and Lecture Series
Speakers' Bureau
Radio Programs
Discussion Groups
Fine Arts Exhibits
Musical Programs
Community Studies
Drama Programs
Consultant Services

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

The courses which follow are a complete alphabetical listing of courses offered by Wilkes Community College. Courses numbered 090-099 are guided studies courses.

Two-year degree courses are numbered 100-299. Freshman level courses are numbered 100-199 and sophomore level courses are numbered 200-299. Students showing a high level of competence, with the approval of the instructor, may select certain sophomore level courses during the freshman year. However, courses should be taken in numerical sequence with prerequisite courses taken as indicated.

Courses numbered in the 1,000 series are vocational courses.

In the course description, following the course number, appears a code (3-3-4) which should be interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory or shop hours; third number equals number of credit hours.

AGRICULTURE

AGR 127 ANIMAL NUTRITION 5 2 6

A course dealing with the principles of nutrition and their application to feeding practices of cattle, horse, sheep, and swine production in North Carolina. Prerequisite: BIO 125.

AGR 180 GENERAL POULTRY SCIENCE I 3 2 4

An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varieties; the breeding principles; the principles of incubation, brooding, rearing, feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control. Prerequisite: None.

AGR 181 GENERAL POULTRY SCIENCE II 3 2 4

A continuation of the study of the general principles and practices of the science of poultry production with emphasis on the application of these principles to specialized areas of poultry production. Prerequisite: AGR 180.

AGR 185 SOIL SCIENCE 5 2 6

A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility. Prerequisite: None.

AGR 200 INTERNSHIP 0 9 3

A student enrolled in this course will spend a summer quarter with an agricultural employer, where he will receive training in various agricultural enterprises and in the sales and service of the products of that business. Training experience will be made available to the student by the dealer or his designated representative, and as agreed upon by the dealer and Wilkes Community College. Prerequisite: Satisfactory Completion of First Year of the Curriculum.

AGR 201 AGRICULTURAL CHEMICALS 5 2 6

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control. Prerequisite: None.

AGR 205 AGRICULTURAL MARKETING 5 2 6

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco. Prerequisite: ECO 102.

AGR 225 DAIRY PRODUCTION 3 2 4

A study of the principles of selection, breeding, feeding, care and management of dairy cattle. Prerequisite: BIO 125.

AGR 226 SWINE PRODUCTION 3 2 4

Development of swine production and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing and management of swine. Prerequisite: BIO 125.

AGR 227 BEEF PRODUCTION 3 2 4

A study of the principles of selection, breeding, feeding, care and management of beef cattle. Prerequisite: BIO 125.

AGR 228 LIVESTOCK DISEASES AND PARASITES 3 2 4

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: BIO 125.

AGR 280 POULTRY HEALTH 3 2 4

The principles and practices of poultry disease and parasite prevention and control. The morality problem and the nature of disease. The types of organisms causing poultry diseases. The methods of disease prevention and control. Nutritional disorders and miscellaneous conditions. The major poultry diseases. Prevention and control of internal and external parasites. Controlling flock mortality. Prerequisite: AGR 180.

AGR 290 SOIL SCIENCE I 3 4 5

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry and recreation. Prerequisite: AGR 185, BIO 170.

AUTOMOTIVE (POWER MECHANICS)

AHR 1101 AUTOMOTIVE AIR CONDITIONING 2 3 3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; power handling of refrigerants in charging the system. Prerequisite: PHY 1102.

PME 1101 INTERNAL COMBUSTION ENGINE 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems; power lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 ENGINE ELECTRICAL & FUEL SYSTEMS 5 12 9

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1122 BRAKING SYSTEMS 3 3 4

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 3 9 6

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair. Prerequisites: PHY 1102, PME 1126.

PME 1125 AUTOMOTIVE SERVICING 3 9 6

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing. Prerequisites: PME 1126, PME 1122, AHR 1101.

PME 1126

AUTOMOTIVE CHASSIS & SUSPENSION SYSTEMS 3 9 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment. Prerequisite: PME 1102.

BIOLOGY

BIO 111 GENERAL BIOLOGY I 3 3 4

A foundation course stressing principles and theories of the scientific method, cellular structure and functions, genetics, evolution and systems of classifications. Unicellular and simple multicellular organisms are studied. Prerequisite: None.

BIO 112 GENERAL BIOLOGY II 3 3 4

A comparative study of the organization and functions of multicellular organisms including the design of a terrestrial round worm, and the transition to life on land including adaptations and evolution of major systems. Prerequisite: BIO 111.

BIO 113 GENERAL BIOLOGY III 3 3 4

A continuation of the study of the transition to life on land, organization and function of plants, photosynthesis, reproduction, ecology and behavior. Prerequisite: BIO 112.

BIO 125 ANIMAL SCIENCE 5 2 6

An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing and marketing of livestock. Prerequisite: None.

BIO 165 PLANT PATHOLOGY 3 2 4

The purpose of this course is to teach the student the control of diseases of ornamental crops through a basic knowledge of structure, life history, and identification of the various parasitic disorders plaguing ornamental trees, shrubs, flowers, and turf. Prerequisite: None.

BIO 170 PLANT SCIENCE 5 2 6

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina. Prerequisite: None.

BIO 174 GENERAL MICROBIOLOGY 3 2 4

A general microbiology course dealing with the structure, development and function of bacteria and other microorganisms. Prerequisite: None.

BIO 176 MICROBIOLOGY OF FOODS 3 4 5

The relationship of microorganisms to fresh and preserved foods. Bacteriological methods of analysis for determination of sanitary quality of foods and dairy products. The hole of the microorganisms as spoilage agents; sources in nature and means of control. Prerequisite: BIO 174.

BIO 211 GENERAL ZOOLOGY I 2 4 5

A study of the basic principles of zoology; cellular morphology and physiology, reproduction and development, genetics, ecology, evolution, comparative morphology and physiology of invertebrates. Prerequisites: BIO 111, 112, 113.

BIO 212 GENERAL ZOOLOGY II 3 4 5

A continuation of BIO 211 stressing the basic principles of zoology: reproduction and development, ecology, evolution, comparative morphology and physiology of vertebrates. Prerequisite: BIO 211.

BIO 213 GENERAL BOTANY 3 4 5

A study of the basic principles of Botany; structure, physiology,

life histories and classification of the lower plants; structure, physiology and taconomy of the flowering plants. Prerequisites: BIO 111, 112, 113.

BIO 214 LOCAL FLORA 3 3 4

The identification and classification of native plants, especially seedbearing plants; observation and collection of specimen plants on organized field trips in this area. Prerequisite: BIO 111, 112, 113, or permission of the instructor.

BIO 245 ENTOMOLOGY 2 2 3

This course is intended to give the student a basic understanding of insects that attack ornamental plant materials. The nature, structure, and importance of each insect is studied in detail. Additional emphasis is placed upon detection, identification, and control of the insects studied. Prerequisite: None.

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS 3 0 3

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.

BUS 102 TYPEWRITING 2 3 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

BUS 103 TYPEWRITING 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent.

BUS 104 TYPEWRITING 2 3 3

Emphasis on production typing problems and speed building. Attention is on the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent.

BUS 106 SHORTHAND 2 3 3

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.

BUS 107 SHORTHAND 2 3 3

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.

BUS 108 SHORTHAND 2 3 3

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 110 OFFICE MACHINES 2 3 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.

BUS 112 FILING 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.

BUS 115 BUSINESS LAW 5 0 5

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

BUS 120 ACCOUNTING 4 2 5

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.

BUS 121 ACCOUNTING 4 2 5

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 123 BUSINESS FINANCE 5 0 5

Financing of business units, as individuals, partnership, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.

BUS 126 MACHINE SHORTHAND 5 5 7

This course presents the basic principles and theory of Stenograph Machine Shorthand. Prerequisite: None.

BUS 127 MACHINE SHORTHAND 5 5 7

A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine at the rate of 80 words per minute. Prerequisite: BUS 126.

BUS 128 MACHINE SHORTHAND 5 5 7

A continuation of BUS 127. The development of the ability to take dictation on the Stenograph Machine at the rate of 100 words per minute on straight new matter. Prerequisite: BUS 127.

BUS 183 TERMINOLOGY AND VOCABULARY 3 0 3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: None.

BUS 202 DICTATION AND TRANSCRIPTION 3 2 4

An introduction to the transcription of machine shorthand on the typewriter. The development of the ability to take dictation on straight new matter at the rate of 120-140 words per minute and to transcribe this dictation in an acceptable manner. Prerequisite: BUS 128.

BUS 203 DICTATION AND TRANSCRIPTION 3 2 4

A continuation of BUS 202. Development of ability to take dictation of straight new matter at the rate of 140-150 words per minute and to transcribe at the rate of 25 words per minute. Prerequisite: BUS 202.

BUS 204 DICTATION AND TRANSCRIPTION 3 2 4

A continuation of BUS 203. The development of ability to take dictation of straight new matter at the rate of 180-200 words per minute and transcribe at the rate of 30 words per minute. Prerequisite: BUS 203.

BUS 205 ADVANCED TYPEWRITING 3 2 4

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104.

BUS 206 DICTATION AND TRANSCRIPTION 3 2 4

Develope the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 108.

BUS 207 DICTATION AND TRANSCRIPTION 3 2 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: BUS 206.

BUS 208 DICTATION AND TRANSCRIPTION 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, vocabulary, and transcription abilities that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: BUS 207.

BUS 211 OFFICE MACHINES II 2 3 3

A continuation of Business 110. Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: BUS 110.

BUS 214 OFFICE PROCEDURES 3 2 4

Designed to acquaint the student with the responsibilities encountered by an office employee during the work day. Prerequisite: None.

BUS 222 ACCOUNTING 4 2 5

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 121.

BUS 223 ACCOUNTING 4 2 5

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222.

BUS 225 COST ACCOUNTING 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: BUS 121.

BUS 229 TAXES 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: BUS 121.

BUS 232 SALES DEVELOPMENT 3 0 3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

BUS 235 PRINCIPLES OF MANAGEMENT 5 0 5

Principles of management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements. Prerequisite: None.

BUS 239 PRINCIPLES OF MARKETING 5 0 5

A general survey in the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.

BUS 243 PRINCIPLES OF MARKETING PROMOTION 5 0 5

The role of advertising and selling in a free economy and their place in the market. A study of advertising and selling appeals; product and market research; selection of media; means of testing effectiveness of promotion. A study of the methods by which business promotes its products and services in the market. Prerequisite: None.

BUS 247 BUSINESS INSURANCE 3 0 3

A presentation of the basic principles of risk insurance and their application. A survery of the various types of insurance is included. Prerequisite: None.

BUS 251 COURT PROCEDURES 3 0 3

Designed to give the student a general knowledge of courtroom procedures and practices. Emphasis is on structure of the judicial

system, types of courts, jurisdictions, and courtroom ethics. Prerequisite: None.

BUS 253 COURT REPORTING 0 10 5

A course of actual court and/or conference reporting practice. Student will spend time in various courtroom situations, and/or conferences or convention reporting situations. Prerequisite: Ability to take dictation of straight new matter at the rate of 175 words per minute.

BUS 269 AUDITING 3 2 4

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: BUS 223.

BUS 271 OFFICE MANAGEMENT 3 0 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.

BUS 272

PERSONNEL MANAGEMENT & SUPERVISION 5 0 5

Introduces the basic responsibilities and duties of the manager and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Prerequisite: None.

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventoring, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

CHEMISTRY

CHM 110 TECHNICAL CHEMISTRY 4 3 5

A study of the fundamental principles of chemistry, including history, occurrence, preparations, properties, and chemical relations of the important metals, non-metals, atomic structures and chemical behavior due to chemical bonding, periodic classifications, chemical equilibrium, oxidation and reduction.

CHM 111 GENERAL CHEMISTRY I 3 3 4

A study of basic chemical theories and principles, atomic and molecular structures, and the classification of elements and their compounds. Co-requisite: Enrollment in MAT 111.

CHM 112 GENERAL CHEMISTRY II 3 3 4

A continuation of CHM 111 including the study of oxidation-reducing reactions and an introduction to organic and nuclear chemistry. Prerequisite: CHM 111.

CHM 113 GENERAL CHEMISTRY III 3 3 4

A continuation of CHM 112 with emphasis upon the study of solutions, equilibrium and reaction kinetics, and methods of separation and identification of common cations and anions. Prerequisite: CHM 112.

CHM 211 ORGANIC CHEMISTRY I 3 3 4

A study of carbon compounds with emphasis placed on reaction mechanisms, single multiple bonding, cyclic aliphatic hydrocarbons, resonance, and functional groups. Prerequisite: Completion of CHM 113.

CHM 212 ORGANIC CHEMISTRY II 3 3 4

A continuation of CHM 211 including a study of electrophilic and nucleophilic substitution, sterochemistry, carboxylic acids, sulfonic acids, and aldehydes. Prerequisite: CHM 211.

CHM 213 ORGANIC CHEMISTRY III 3 3 4

A continuation of CHM 212 giving consideration to amines, diazonium salts, ketones, carbohydrates, polynuclear aromatic compounds, heterocyclic compounds, amino acids, and proteins. Prerequisite: CHM 212.

CHM 214 QUANTITATIVE ANALYSIS 3 6 6

A study of principles and practices of quantitative analysis including volumetic and gravimetric analysis and technical analysis including analytic calculations. Prerequisite: CHM 113.

CIVIL ENGINEERING

CIV 101 SURVEYING I 2 6 4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys. Co-requisite: MAT. 101, DFT 101.

CIV 102 SURVEYING II 2 6 4

Triangulation of ordinary precision; use of plane table; calculation of areas of land; land surveying; topographic surveys and mapping. Prerequisite: CIV 101, Co-requisite: MAT 102, DFT 102.

CIV 114 STATICS 5 0 5

Forces, resultants, and types of force systems, moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; static and kinetic friction; center of gravity, centroids, and moment of inertia. Co-requisite: MAT 102.

CIV 201

PROPERTIES OF ENGINEERING MATERIALS 2 3 3

Study and testing of the properties of ferrous and nonferrous metals, timber, stone, clay products, bituminous cementing materials; load and strain measurements; behavior of materials under load; qualities other than strength; control of the properties of the materials; nondestructive tests. Prerequisite: PHY 101, Co-requisite: CIV. 216.

CIV 202 PROPERTIES OF SOILS 2 3 3

Study of soil types and their physical properties; mechanical analysis and tests of soils; techniques and subsurface investigation; earth pressure theories; bearing capacity; stability of slopes; hydrostatics of ground water; methods of compaction and consolidation. Prerequisite: CIV 216.

CIV 216 STRENGTH OF MATERIALS 3 2 4

Fundamental stress and strain relationship; torsion, shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses. Prerequisite: CIV 114, Co-requisite: MAT 103.

CIV 217

CONSTRUCTION METHODS AND EQUIPMENT 3 2 4

Excavating methods and equipment used in building and high-

way construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips. Prerequisite: DFT 102, CIV 102.

CIV 218 PLAIN CONCRETE 3 3 4

Study and testing of the composition and properties of concrete including cementing agents, aggregates, admixtures, and air-entrainment; design and proportioning of concrete mixes to obtain predetermined strengths and properties; methods of placing and curing concrete; standard control tests of concrete. Co-requisite: CIV 201.

CIV 219 STEEL AND TIMBER CONSTRUCTION 3 2 4

Analysis and basic design of steel beams, tension members, columns, and riveted, high strength bolted, welded connections; study of plate girders, industrial building roofs and vents, continuous spans, lightweight steel construction; use of American Institute of Steel Construction Manual; introduction to rigid frames and plastic design in steel. Design of timber members and their connections. Field inspection trips. Prerequisite: CIV 216.

CIV 220 CONSTRUCTION PLANNING 2 3 3

Analysis of construction plant layout requirements and contractor's organization for building and highway projects. Construction scheduling; project control and supervision; coordinating trades or building construction. Operations, charts, and practical application of Critical Path Method (CPM) for construction planning, scheduling and "time-cost" determination. Prerequisite: CIV 217, 218, 219. Co-requisite: CIV 223.

CIV 221 REINFORCED CONCRETE CONSTRUCTION 3 2 4

Analysis and design of reinforced concrete beams, floor systems, and columns. Use of CRSI Design Handbook. Introduction to ultimate strength design. Principles of prestressed and precast concrete. Field inspection trips. Prerequisite: CIV 216.

CIV 223 CODES, CONTRACTS & SPECIFICATIONS 2 0 2

Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specifications. Prerequisite: None.

CIV 225 CONSTRUCTION ESTIMATES AND COSTS 3 6 5

Interpretation of working drawings of timber, structural steel,

and reinforced concrete structures and highways; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost, bidding procedures and preparations of bids. Prerequisite: CIV 220, Co-requisite: CIV 227.

CIV 226 FOUNDATION CONSTRUCTION 3 2 4

Exploration of sites; study of principles of foundation action; theory and construction practices pertaining to excavation bracing, cofferdams, drainage, stabilization, various types of footings, foundation walls, pile foundations, retaining walls, snoring and underpinning. Prerequisite: CIV 219, CIV 221, CIV 202.

CIV 1101 SURVEYING 2 3 3

Basic instruction and topography will be studied together with field trips and drafting room application of site surveying. Prerequisite: MAT 1104.

DATA PROCESSING

EDP 101 FUNCTIONAL WIRING PRINCIPLES I 2 3 3

The fundamental principles of wiring necessary to perform basic machine functions of printing, punching, comparing and selection. A series of laboratory experiments support the theoretical aspects of this course. Prerequisite: None.

EDP 102 FUNCTIONAL WIRING PRINCIPLES II 2 3 3

Additional study of the fundamental principles of wiring necessary to perform basic machine functions of printing, punching, comparing and selection with emphasis on the accounting machine. A series of laboratory experiments support the theoretical aspects of this course. Prerequisite: EDP 101.

EDP 104

INTRODUCTION TO DATA PROCESSING SYSTEMS 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computer, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.

EDP 106 BUSINESS PROGRAMMING 2 4 4

The effective use of data processing equipment in meeting the information needs of business; utilizing the symbolic programming system as a tool in the solution of problems. The scope of the prob-

lems developed will vary from a modest payroll procedure to the total information retrieval for a large and complex business. Prerequisite: EDP 101, MAT 101, EDP 104.

EDP 108 SCIENTIFIC PROGRAMMING 2 4 4

Designed to provide the student with sufficient knowledge of programming concepts so that he may easily master any specific system with a minimum of instruction. The student will analyze, evaluate and make minor program modification. (Specific systems are treated in detail so that the student may learn advanced programming and logical decision making techniques as applied in sophisticated systems.) Prerequisite: EDP 106, MAT 101.

EDP 202 PROGRAMMING SYSTEM TECHNIQUES 3 4 5

The student will investigate the functions and capabilities of different data processing machines and will become familiar with some of the procedures necessary for programming objectives. Programming drills, exercises, and case studies will add the realism of processing data to theoretical knowledge. Prerequisite: EDP 102, EDP 104, EDP 108.

EDP 205 LINEAR PROGRAMMING
AND CRITICAL PATH METHOD 2 4 4

Lecture and case problems encompassing the scope and potential of using mathematical programming with computers to increase industrial efficiency. This course presents the network technique of management planning, scheduling and control. Basic rules of network planning are presented with laboratory assignments designed to implement the theoretical aspects of Critical Path Methods (CPM). Prerequisite: EDP 108, EDP 202.

EDP 216 RESEARCH PROJECT 1 8 5

Individual assignments of a carefully selected project will be the work of the student during this quarter. It will give the student an opportunity to initiate and carry out a project taken from outside the school. This course places the responsibility on the student to solve a significant problem with a minimum of assistance from the instructor. Prerequisite: EDP 205.

DRAFTING

DFT 101 TECHNICAL DRAFTING 0 6 2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orhographic instrument drawing of principal views, and standards and practices of demensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None.

DFT 102 TECHNICAL DRAFTING 0 6 2

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and development of various types of geometrical objects. Prerequisite: DFT 101.

DFT 1101 SCHEMATICS AND DIAGRAMS: POWER MECHANICS 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1121 DRAFTING I 3 12 7

An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association Practices. Methods of reproducing drawings will be included at the appropriate time. Prerequisite: None.

DFT 1122 DRAFTING 3 6 5

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be

studied and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121.

DFT 1125 DESCRIPTIVE GEOMETRY 2 3 3

Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121.

DFT 1141 BUILDING TRADES DRAFTING 3 12 7

An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings, including plans, elevations, sections, scale details and full-size details will be prepared for preliminary sketches. Prerequisite: DFT 1122.

DFT 1142 BUILDING TRADES DRAFTING 3 12 7

Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office. Prerequisite: DFT 1141, DFT 1143, DFT 1144.

DFT 1143 BUILDING MECHANICAL EQUIPMENT 3 0 3

General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Prerequisite: DFT 1122.

DFT 1144 BUILDING MATERIALS AND METHODS 3 0 3

Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of

structural materials and modular construction techniques. Prerequisite: None.

DFT 1145 SPECIFICATIONS AND CONTRACTS 3 0 3

The purpose of writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection. Prerequisite: DFT 1141, DFT 1143, DFT 1144.

ECONOMICS

ECO 102 ECONOMICS I 5 0 5

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and the society at large. Prerequisite: None.

ECO 104 ECONOMICS II 5 0 5

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.

ECO 201 LABOR ECONOMICS AND LABOR RELATIONS 3 2 4

Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security. Prerequisite: None.

EDUCATION

EDU 101 THE ROLE OF THE TEACHER AIDE 3 0 3

An introductory survey course for the teacher aide. Emphasis is placed on the history of auxiliary personnel in the school, the organization of the school and community, in addition to the various responsibilities of the teacher aide. Prerequisite: None.

EDU 102 THE SCHOOL 3 0 3

This course provides an introduction to the fundamental prin-

ciples in education. It includes a historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as an occupation. American public education is explored, with special emphasis and consideration given to the organization and operation of the public school of North Carolina. Prerequisite: None.

EDU 111 INSTRUCTIONAL MATERIALS I 3 0 3

Survey of materials available for improvement of classroom instruction; the role of instructional materials in teaching and learning; sources, selection, and use of printed free and inexpensive graphic, audio-visual, and special materials for individualized instruction. Prerequisite: None.

EDU 112 INSTRUCTIONAL MATERIALS II 3 0 3

An arts and crafts course for the teacher aide. Emphasis on manipulation experience and handwork adapted to the classroom. Prerequisite: EDU 111.

EDU 114 AUDIOVISUAL INSTRUCTION 3 0 3

Advantages, limitations and practical classroom applications of audio-visual materials. The use of models, maps, charts, slides, film strips, recordings and motion pictures are stressed. Prerequisite: None.

EDU 121 LIBRARY MATERIALS AND RESOURCES 3 0 3

Information concerning books and materials; basic factors and problems in selection; the use of books and libraries as resources for instructional materials. Prerequisite: None.

EDU 131 SCHOOL RECORDS AND REPORTS 3 0 3

The preparation of school records and reports. The course will include the procedures for general reports, the procedures for special reports and records, and the management of records. Prerequisite: None.

EDU 151 CREATIVE ACTIVITIES 3 0 3

Designed to aid the student in learning activities which make up the normal childhood playlife of younger children. Practical experiences in materials and methods. Group games and rhythms appropriate to school age children. Prerequisite: None.

ELECTRONICS

ELC 1112 DIRECT AND ALTERNATING CURRENT 5 15 10

A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current circuit analysis. Prerequisite: None.

ELN 1122 VACUUM TUBES AND CIRCUITS 5 9 8

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisite: ELC 1112, MAT 1115.

ELN 1123 AMPLIFIER SYSTEMS 2 6 4

An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Prerequisite: MAT 1115, ELC 1112.

ELN 1125 RADIO RECEIVER SERVICING 2 6 4

Principles of radio reception and practices and servicing; included are block diagrams of radio receivers, servicing techniques and AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers.

ELN 1126 TRANSISTOR THEORY AND CIRCUITS 4 15 9

Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.

ELN 1127 TELEVISION RECEIVER CIRCUITS AND SERVICING 10 15 15

A study of principles of television receivers, alignment or radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisites: ELN 1126, ELN 1125.

ENGLISH

ENG 90 PREPARATORY ENGLISH 3 0 3

A preparatory communicative course designed to help the student improve his written and oral expression through a study of the mechanics of the language. The fundamentals of grammar, punctuation, spelling, vocabulary, sentence structure, and paragraphs constitute the content of the course. Prerequisite: None.

ENG 101 GRAMMAR 3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, dictation, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

ENG 102 COMPOSITION 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: ENG 101.

ENG 103 REPORT WRITING 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing, Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: ENG 102.

ENG 111 COMPOSITION:
WRITING THROUGH PERCEPTION 3 2 3

The purpose of this course is to improve the student's ability to write by helping him sharpen his perception of himself and his environment. The three major aims are: stimulating student interest, encouragement of discriminating use of details, and elimination of gross grammatical errors. Co-requisite: ENG 111 Writing Lab.

ENG 112 COMPOSITION:
WRITING THROUGH RHETORIC 3 2 3

Basic rhetorical patterns and principles of exposition will be studied. Contemporary essays will be studied and techniques therein contained will be incorporated into student writing. Emphasis on grammatical proficiency will be continued. Prerequisite: ENG 111, Co-requisite: ENG 112 Writing Lab.

ENG 113 COMPOSITION:
WRITING THROUGH RESEARCH 3 2 3

Continuing stress will be placed on the principles of expository writing introduced in ENG 112. The major emphasis, however, will be on research writing. Prerequisite: ENG 112, Co-requisite: ENG 113 Writing Lab.

ENG 200 FUNDAMENTALS OF SPEECH 3 0 3

This course is designed to give the student practice in the methods of effective oral communication. Emphasis is on public speaking. Prerequisite: None.

ENG 204 ORAL COMMUNICATION 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

ENG 206 BUSINESS COMMUNICATION 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittance, and inquiry. Prerequisite: ENG 102.

ENG 211 WORLD LITERATURE
(17th AND 18th CENTURIES) 3 0 3

This course is a study of 17th and 18th century world literature with an emphasis upon the development of the novel and the beginnings of American Literature. There will be emphasis upon the continued development of critical and analytical skills in writing about literature. Prerequisite: ENG 113.

ENG 212 WORLD LITERATURE (19th CENTURY) 3 0 3

This course is a study of 19th century literature with an emphasis upon American Literature. There will be continued development of critical and analytical skills in writing about literature. Prerequisite: ENG 113.

ENG 213 WORLD LITERATURE (20th CENTURY) 3 0 3

This course is a study of 20th century literature with an emphasis upon American Literature. In addition to several shorter ex-

pository papers, a research paper will be required. Prerequisite: ENG 113.

ENG 214 ADVANCED COMPOSITION 3 0 3

A course designed for advanced study of expository writing. Prerequisite: ENG 111, 112, 113.

ENG 1101 READING IMPROVEMENT 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.

ENG 1102 COMMUNICATION SKILLS 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

ENG 1143 EFFECTIVE COMMUNICATIONS 2 0 2

Designed to promote effective communication through correct language usage, both spoken and written. The approach is practical with emphasis on vocabulary, diction, spelling, sentence and paragraph structure. The basic principles of grammar are used as a reference. This course is also designed to stimulate the practical nursing students in applying these basic tools in their daily experience both at work and at home. Prerequisite: None.

FOOD PROCESSING TECHNOLOGY

FPR 101 FOOD SCIENCE I 3 2 4

A study of protoplasm, morphology, and physiology of the cell, tissues, organs, and organ systems of both animal and plants. Basic processes involved in the preservation and continuity of the organism such as reproduction, development and heredity are presented around a cellular core. Prerequisite: None.

FPR 102 FOOD SCIENCE II 3 2 4

Fundamentals of animal and plant science; production principles and marketing practices of importance to these sciences. Considerations include: scope, varieties, breeds, special growing methods, and preprocessing factors (harvesting and slaughter factors). Prerequisite: FPR 101.

FPR 103 FOOD SCIENCE III 3 2 4

A study of food composition. Basic principles and procedures for

the analysis of moisture, ash, carbohydrate fat and protein contents of food. Measurement of certain physical characteristics of food. Prerequisite: FPR 102.

FPR 111 FOOD PROCESSING CHEMISTRY I 3 4 5

An introductory course in qualitative and quantitative analysis. This extends the study of chemical principles of equilibria of soluble salts and complexions, and a systematic analysis of cations and anions. The laboratory work consists of qualitative analysis using the latest modern techniques of separation and identification and a brief introduction to quantitative determinations, including simple experiments to illustrate the quantitative aspects of identification. Prerequisite: CHM 110.

FPR 112 FOOD PROCESSING CHEMISTRY II 3 4 5

Short course in the study of organic compounds, emphasis on the chemical and physical behavior of the compounds and an introduction to Biochemistry and its interrelationship with the general organic. Prerequisite: FPR 111.

FPR 201 FOOD PROCESSING MECHANICS I 3 4 5

A course dealing with the basic mechanical principles involved in the operation of food processing machinery. Power transmission; use of electricity; hydraulics and pumping; heat measurement, transfer and control; use of steam; refrigeration; insulation and cold-storage rooms; heater-coolers and heat exchange equipment. Prerequisite: MAT 101, 102.

FPR 202 FOOD PROCESSING MECHANICS II 3 4 5

A continuation of Food Processing Mechanics I with special attention given to selection, use, and maintenance of Food processing equipment. Special emphasis is placed on cold-preservation and heat-preservation equipment. Prerequisite: FPR 201.

FPR 208 FOOD REGULATIONS AND CONTROL 3 2 4

A study of food regulations and control as affecting the Food Processing Industry. Enforcement and control agencies. The Federal Food, Drug and Cosmetic Act. The Meat Inspection Act. The Poultry Products Inspection Act. Inspection and Grading by Agricultural Marketing Service. State and Municipal Food Laws. Control by food plants. A complete study by a Food Processing Plants "Food Regulations and Control" program will be made. Prerequisite: BIO 174, FPR 103.

FPR 212 FOOD PROCESSING—DAIRY PRODUCTS 3 4 5

Deals with the processes and specialized equipment used in processing dairy products; pasteurization, homogenization, clarification, separation, cheese, butter, ice cream, ice milk, chocolate drinks. Special emphasis is placed upon Food Packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 214 FOOD PROCESSING—
FRUITS AND VEGETABLES 3 4 5

This course gives a comprehensive treatment of principles and methods of food handling and preservation as applied to fruits and vegetables. Special emphasis is placed upon Food Packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 216 FOOD PROCESSING—MEATS 3 4 5

An introduction to the meat industry covering meat plant construction, sanitation, killing, processing procedures including meat cutting, preparing commuted meats, and meat packaging. Visits to processing plants are included with special study of the flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 218 FOOD PROCESSING—POULTRY 3 4 5

A study of the latest processing and marketing methods for poultry products. Marketing live poultry. Processing, grading, and packing poultry. Grading, processing, packing, storing, and marketing shell eggs. The egg products industry. Prices and market information. Promotion and advertising of poultry products. Egg and poultry legislation. Visits to processing plants are included with special study of flowline and equipment. Prerequisite: FPR 103, BIO 174.

FPR 225 FOOD PLANT MANAGEMENT 3 0 3

The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control planning. Scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments. Prerequisite: None.

FPR 226 QUALITY CONTROL 3 2 4

A study of the microbiological considerations in controlling product quality, and maintaining standards. The analysis of food for contamination, decomposition, and spoilage is included. Statistical quality control is introduced. Prerequisite: BIO 174, BIO 176.

FRENCH

FRE 111 INTRODUCTORY FRENCH I 3 2 3

A study of basic spoken and written French with an emphasis on grammar, pronunciation, and oral expression. Prerequisite: None.

FRE 112 INTRODUCTORY FRENCH II 3 2 3

A continuation of FRE 111. Prerequisite: FRE 111.

FRE 113 INTRODUCTORY FRENCH III 3 2 3

A continuation of FRE 112. Prerequisite: FRE 112.

FRE 211 INTERMEDIATE FRENCH I 3 2 3

The course is designed to reinforce the knowledge of essentials from beginning French through the aural-oral practice, both in classroom and laboratory. Prerequisite: two units of high school French and a good score on French test or French 111, 112, 113.

FRE 212 INTERMEDIATE FRENCH II 3 2 3

A continuation of FRE 211. Prerequisite. FRE 211.

FRE 213 INTERMEDIATE FRENCH III 3 2 3

A continuation of FRE 212. Prerequisite: FRE 212.

GEOGRAPHY

GEO 111 PHYSICAL GEOGRAPHY 3 1 3

The focus is placed on the earth's astronomical relations, the functions of weather and climate, and the inter-relationship of the physical elements over the earth's surface. Prerequisite: None.

GEO 112 CULTURAL GEOGRAPHY 3 0 3

The purpose of this course is to gain the understanding of major world regions through the inter-relations of world geographic regions and human activities. Prerequisite. GEO 111.

GEO 113 ECONOMIC GEOGRAPHY 3 0 3

A study of the geographic factors involved in the production, distribution, consumption, and conservation of the wealth of the world. Prerequisite: GEO 113.

GEOLOGY

GEL 211 INTRODUCTION TO GEOLOGY 3 4 5

A study of physical and historical geology. Emphasis will be on the origin, history and composition of the earth, the formulation of its crust, and the processes which form its surface. Prerequisite: None.

HEALTH

PED 214 PERSONAL HEALTH 3 1 3

A study of basic personal health and hygiene practices. Major emphasis will be placed on the development of sound health habits and attitudes. Prerequisite: None.

HISTORY

HIS 111 WORLD CIVILIZATION (ANCIENT) 3 0 3

A survey of the development of the history of mankind from pre-history through the civilizations of Egypt, Mesopotamia, the Hebrews, the Minoans, the Greeks, and the Hellenistic era. Cultural, political, and economic aspects and their inter-relationships will be stressed. Prerequisite: None.

HIS 112 WORLD CIVILIZATIONS (MEDIEVAL) 3 0 3

A continuation of mankind's progress in the development of world civilizations will constitute this course study. The culture of ancient India and China, the development of the Roman, Byzantine, and Saracenic Empires, and the medieval period of the Western world will be considered. Prerequisite: None.

HIS 113 WORLD CIVILIZATIONS (MODERN) 3 0 3

Modern man in a modern world will receive emphasis through the study of the exploration and colonization of the rising European powers. Also included will be the two world wars of the 20th century and the problems of the modern world. Prerequisite: None.

HIS 211 UNITED STATES HISTORY I 3 0 3

This course will be concerned with the backgrounds of discovery, settlement, constitutional development, and union. Manifest Destiny, developing sectionalism, and the Civil War will be a part of this survey. Prerequisite: HIS 113.

HIS 212 UNITED STATES HISTORY II 3 0 3

This continuing study of the development of the United States will take the student through Reconstruction, imperialistic tendencies, the progressive movement, and World War I. Prerequisite: HIS 211.

HIS 213 UNITED STATES HISTORY III 3 0 3

A consideration of the United States as a reluctant world power, from the isolation of the 1920's through the containment of the 1960's, will help the student become more aware of his nation as a part of the world community. Prerequisite: HIS 212.

HIS 215 ASIAN HISTORY: SOUTHEAST ASIA 3 0 3

An introductory survey of the political history of Southeast Asia based on a general description of the culture of the countries of Southeast Asia. A history of the area before the age of imperialism with major emphasis on the impact of the area in world politics in the 20th century. Prerequisite: HIS 111, 112, 113.

HOTEL - MOTEL

HMM 102 INTRODUCTION TO HOTEL-MOTEL ADMINISTRATION 3 0 3

A study of the hospitality field, its history, famous people, economic and social importance and operations. Prerequisite: None.

HMM 103 HUMAN RELATIONS IN THE HOSPITALITY INDUSTRY 3 0 3

Importance of guest relationship, services, hospitality and hotel-motel recreation programs. Prerequisite: None.

HMM 104 FRONT OFFICE PROCEDURE 3 2 4

An analysis of various jobs in the hotel-motel front office and the procedures involved in registering, accounting for and checking out guests. Front office promotional and sales practices are also studied. Prerequisite: Permission of the instructor or HMM 102.

HMM 105 HOTEL-MOTEL LAW 3 0 3

The purpose of this course is:

1. To illustrate the consequences of lack of foresight in the innkeeper's managerial functions.
2. To supply sufficient information to understand the attitudes of the courts when an innkeeper is involved in a litigation.

3. To create an awareness of the many responsibilities which the law imposes upon the innkeeper. Prerequisite: BUS 115.

HMM 106 FOOD AND BEVERAGE CONTROLS 3 0 3

This course deals with each step in the production and merchandising of food with special emphasis on calculating costs, establishing standards and production planning. Prerequisite: MAT 110.

HMM 107 HOTEL-MOTEL ACCOUNTING 3 2 4

This course deals with basic accounting terms, practices and statements in common use in hotels, and the use of accounting information in making management decisions. Prerequisite: MAT 110, BUS 120.

HMM 112, 213, 214, 215 SEMINAR AND WORK EXPERIENCE 1 6 3

The internship program involves experience in hotel and motel management under the direction of a qualified manager and college supervisor. While enrolled in this program, the student will become involved in processes such as customer relations, employer relations, front office procedures, housing management, food management, advertising, sales promotion, and maintenance techniques. These processes are vital to Hotel-Motel Management development. Prerequisite: Permission of the Department Chairman.

HMM 208 SUPERVISORY HOUSEKEEPING 3 0 3

A survey course to provide a general understanding of the organization, duties, and administration of the institutional housekeeping. Prerequisite: HMM 104.

HMM 209 FOOD AND BEVERAGE PURCHASING 3 0 3

A summary of knowledge and principles of quantity food buying that would take years to learn by experience. Tells the importance of purchase specifications and how to write them. Prerequisite: None.

HMM 210 HOTEL-MOTOR HOTEL MANAGEMENT 3 0 3

A survey of special management problems commonly found in hotels, motels, clubs and institutions. Prerequisite: HMM 104.

HMM 211 FOOD AND BEVERAGE MANAGEMENT AND SERVICE 3 2 4

This course is designed for those who have a sincere desire to prepare themselves for entry or advancement in a very complex field requiring a balance blending of knowledge and skills in food, its

preparation, its merchandising and service, but stressed by a good and sound knowledge of financial and business practices. Prerequisite: HMM 106, HMM 209.

HMM 216 MAINTENANCE AND ENGINEERING 3 0 3

This course deals with essential technical information on electronics, air conditioning, plumbing, heating, electricity, acoustics, elevators and other equipment necessary to establish preventative maintenance routines and to make necessary operating decisions. Prerequisite: None.

HUMANITIES

ANT 211 CULTURAL ANTHROPOLOGY 3 0 3

An introduction to basic human classifications with emphasis on the development of culture and patterns of human behavior. Prerequisite: None.

ART 111 ART IN WORLD CULTURE 3 0 3

The student will study art from pre-historic time to the present. Emphasis will be on the development and relationship of art as a functional and aesthetic outgrowth of the historical period in which it developed. A study of painting, sculpture, architecture, and ceramics, along with modern art usage, will constitute the course. Prerequisite: None.

ART 211 ART APPRECIATION 3 0 3

An applicable definition and appreciation of art will be derived through a study of the type of artistic expression, the criteria for artistic creation, and the structure and form that identify great art. Prerequisite: None.

DRA 111 INTRODUCTION TO THE DRAMATIC ARTS 3 0 3

A brief study of the history of drama in the western world from the Greeks to the twentieth century with emphasis on the various styles and types of theatre. Dramatic structure and analysis will be stressed. Prerequisite: None.

DRA 112, 113, 116 ACTING WORKSHOP 0 10 1

For every College Theatre production in which a student has an acting role, he will receive one hour of credit. A maximum of three hours may be earned by appearing in three productions. Prerequisite: None.

DRA 113, 115, 117 WORKSHOP IN TECHNICAL THEATRE 0 10 1

For every College Theatre production in which a student works on the technical crew, he will receive one hour of credit. A maximum of three hours may be earned by working in the crews of three productions. Prerequisite: None.

HUM 111 THE STUDENT'S WORLD: WHO AM I? 2 0 2

The humanities program is a series of presentations (lecturers, films, plays, panels, debates, etc.) designed to motivate interest and discussion concerning the student's own culture and his relation to it. Topics selected are those of the most immediate concern to College Freshmen, such as family status, sex, religion, and drugs. The course is designed to correlate loosely with English 111 in that all presentations will be so structured as to stimulate the highest possible utilization of the student's preception and awareness of self. Prerequisite: None.

HUM 112 THE STUDENT'S WORLD: SELF AND SOCIETY 2 0 2

A continuation of HUM 111, this course will focus on those problems of a serious but less immediate interest of the student. The presentations and discussions will be so designed as to precipitate an awareness of self in society. Opportunity will be given in discussion groups for students to articulate their examination of their relation to contemporary problems. The course will also correlate with English 112 to facilitate the practical application of student response. Prerequisite: None.

HUM 113 THE STUDENT'S WORLD: ANALYSIS AND ACTION 2 0 2

A continuation of HUM 111 and 112. This course will deal with the application of the preception and analysis gained in the two preceeding courses. Contemporary issues in political and governmental problems as well as the popular and fine arts will be used to synthesize student response into analysis and action. The course is also correlated with ENG 113. Prerequisite. None.

MUS 111 MUSIC APPRECIATION 3 0 3

A survey of the music and composers of the periods in relationship to world history. Listening to recordings and an analysis of forms will be stressed. Outside listening will be required. Prerequisite: None.

PHI 211 INTRODUCTION TO PHILOSOPHY 3 0 3

An introductory course in philosophy with the emphasis being placed on acquainting the student with philosophical methodology, concepts and terminology. Prerequisite: None.

PHI 212 HISTORY OF WESTERN PHILOSOPHY: ANCIENT THOUGHT 3 0 3

A study of the pre-Socratic philosophy and of Plato and Aristotle. Prerequisite: HIS 111, 112, 113.

PHI 213 INTRODUCTION TO LOGIC 3 0 3

An introduction to logic through a discussion and study of inductive and deductive reasoning, the logic of categorical sentences, truth functions, informal fallacies, quantification, and the philosophy of logic. Prerequisite: PHI 211.

PHI 214 HISTORY OF WESTERN PHILOSOPHY: MEDIEVAL AND RENAISSANCE THOUGHT 3 0 3

A study of the ideas and thinkers of the medieval and renaissance eras. Prerequisite: HIS 111, 112, 113.

PHI 215 HISTORY OF WESTERN PHILOSOPHY: MODERN ERA 3 0 3

A study of the ideas of eminent philosophers of the seventeenth through the nineteenth centuries. Prerequisite: HIS 111, 112, 113.

PHI 216 HISTORY OF WESTERN PHILOSOPHY: CONTEMPORARY THOUGHT 3 0 3

A study of twentieth century philosophers. Prerequisite: HIS 111, 112, 113.

REL 111 RELIGIONS OF THE WORLD 3 0 3

A study of the origin and history of religious evolution in man and its continuance into the sophisticated doctrines of today's great living religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam are the religions to be studied. Prerequisite: None.

REL 211 RELIGION IN WESTERN CULTURE 3 0 3

A survey of the historical development of Zoroastrianism, Judaism, Christianity, and Islam in Western Civilizations. Prerequisite: HIS 111, 112, 113.

REL 212 RELIGION IN AMERICA 3 0 3

A survey of religious thought and practice in the United States. Prerequisite: REL 211.

INDUSTRIAL MANAGEMENT

ISC 102 INDUSTRIAL SAFETY 1 6 3

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; State industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program. Prerequisite; None.

ISC 202 QUALITY CONTROL 3 2 4

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance. Prerequisite: None.

ISC 203 MOTION STUDY 3 2 4

Types of methods studies and their applications. Process charts, analysis sheets, time study, work simplification, skill and effort rating Prerequisite: None.

ISC 204 VALUE ANALYSIS 3 0 3

The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach. Prerequisite: None.

ISC 209 PLANT LAYOUT 3 2 4

A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium-sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation. Prerequisite: Consent of Advisor.

ISC 210 JOB ANALYSIS AND EVALUATION 3 2 4

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design,

value analysis, materials and processes as an intricate part of productive procedure. Prerequisite: None.

ISC 211 WORK MEASUREMENT 3 2 4

Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation. Prerequisite: ISC 210.

ISC 213 PRODUCTION PLANNING 5 0 5

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control. Prerequisite: Consent of advisor.

ISC 231 MANUFACTURING CYCLES 5 0 5

Purchasing and distribution costs; consumption patterns; channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing, functional middleman; speculation and hedging; wholesaling; shipping and warehousing; exporting and trade movements; standardization and grading; pricing, government regulation of competition; sales promotional activities; merchandising practices.

LANDSCAPING

LCT 151 PLANT MATERIALS I 2 4 4

Introduction to the study of woody plant materials which gives an overview of the woody plants grown in nurseries for landscape purposes and those found in woodlands and fields of North Carolina. Deciduous shrubs and small trees are emphasized in this course. Prerequisite: None.

LCT 154 PLANT MATERIALS II 2 4 4

A continuation of LCT 151 in which additional trees and shrubs are studied; however major emphasis is placed upon the detailed study of broad leaved and narrow leaved evergreens. Prerequisite: LCT 151.

LCT 155 ARBORICULTURE 3 2 4

Arboriculture involves the principles and practices of selection, use establishment, and care of shade and ornamental trees. Practical

applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers. Prerequisite: AGR 185. (Female students exempt from field work.)

LCT 200 INTERNSHIP 0 9 3

A student enrolled in this course will spend a summer quarter with a landscape employer, where he will receive training in various landscape enterprises. Training experience will be made available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College. Prerequisite; Completion of First Year of the Curriculum.

LCT 251 LANDSCAPE DESIGN 3 2 4

An introduction and study of the basic principles of landscape design. Considerable emphasis is placed on the problems associated with residential site development. The course offers a section devoted to blueprint reading. Considerable laboratory time is devoted to visitations to established residential sites. The course is not oriented toward a mastery of creativity and artistry, but simply toward an understanding of certain basic principles fundamental to all landscape design endeavors. Prerequisite: LCT 151 and LCT 154.

LCT 252 LANDSCAPE GARDENING 3 2 4

Development and maintenance of landscape areas including planting, pruning, fertilization, and pest control. Fundamentals of landscape economics, cost, contracts, calculating areas, volumes, and plant quantities for landscape projects. Selection and use of materials in landscape construction. Prerequisite: LCT 251.

LCT 253 GREENHOUSE MANAGEMENT 3 2 4

Fundamentals and practices in greenhouse plant production. Construction and management of plastic and glass greenhouses, including the control of heat, light, ventilation, and humidity. Crop studies include both cut flower and pot plant crops. Prerequisite: None.

LCT 256 NURSERY MANAGEMENT I 3 2 4

An introductory study of nursery operations to acquaint the student with the diversity of nursery plant production, equipment, and operation detail through study of such areas as balling and burlapping, fertilization, plant practices necessary to produce profitable nursery stock. Prerequisite: None.

LCT 257 NURSERY MANAGEMENT II 3 2 4

A continuation of LCT 256 with increased emphasis placed upon production schedules, choice and quantities of stock to be grown as

well as developing costs findings, price establishing, and record keeping for economically important nursery crops. Planning of nursery layout and facilities will also be undertaken. Prerequisite: LCT 256.

LCT 258 TURF PRACTICES 3 4 5

A study of special-purpose turf grasses including identification, use, establishment, and maintenance of the specific grasses. The added laboratory time of this course permits more field trips to golf courses where each student will observe and participate in those operations required to maintain a healthy, vigorous playing surface. Prerequisite: AGR 185.

LCT 260 LAWN AND GARDEN EQUIPMENT 2 2 3

The principles of operation, servicing, adjustment, and maintenance of equipment for lawn, garden, and landscaping. Prerequisite: None.

AGR, 262 LANDSCAPE SURVEYING 2 2 3

The theory of plane surveying applied to landscape design and construction. The use of various levels and instruments to measure distance and plot land areas and elevations. Prerequisite: MAT 101.

MATHEMATICS

MAT 90 PREPARATORY MATHEMATICS 3 0 0

A preparatory course in mathematics designed to help the student increase his proficiency in addition, subtraction, division, multiplication, fractions, and percentages. Each of the preceding skills are approached from an applied on-the-job situation.

MAT 101 TECHNICAL MATHEMATICS 5 0 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 102 TECHNICAL MATHEMATICS 5 0 5

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of trigonometric functions are studied in depth. Prerequisite: MAT 101.

MAT 103 TECHNICAL MATHEMATICS 5 0 5

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretations of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: MAT 102.

MAT 107 MODERN MATHEMATICS 3 0 3

The aim of this course is to present the fundamental ideas and applications of modern mathematics in such a way that they can be clearly understood and effectively used by persons of different mathematical backgrounds and abilities. Prerequisite: MAT 90 or equivalent.

MAT 110 BUSINESS MATHEMATICS 3 0 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes and pertinent uses of mathematics in the field of business. Prerequisite: MAT 90 or equivalent.

MAT 111 COLLEGE MATHEMATICS 3 2 3

A foundation course designed to cover the types of reasoning, systems of numeration, sets and set operations, different mathematical systems, and the structure of the number system from the natural numbers to the complex numbers. This is the first course of a two quarter sequence designed for non-science and non-mathematics majors. Co-requisite: MAT 111 Lab.

MAT 112 COLLEGE MATHEMATICS 3 2 3

A continuation of MAT 111, including an introduction to topics in geometry, graphs, equations, relations, functions, probability, and concepts of logic. Prerequisite: MAT 111, Co-requisite: MAT 112 Lab.

MAT 116 PRE-CALCULUS-ALGEBRA
AND TRIGONOMETRY 3 0 3

This course will include an integrated study of algebra and trigonometry with properties of the number system, sets, vectors, relations and functions.

This course is the first of a three quarter sequence designed for science and mathematics majors. Prerequisite: Placement test.

MAT 117 PRE-CALCULUS-ALGEBRA AND TRIGONOMETRY 3 0 3

A continuation of Mathematics 116 with additional topics of exponential and logarithmic functions, other trigonometric functions, inequalities, probability, and sequence. Prerequisite: MAT 116.

MAT 118 PRE-CALCULUS MATHEMATICS 3 0 3

A thorough study of the slide rule and the operations performed on the slide rule and the fundamental concepts of analytic geometry. Prerequisite: MAT 117.

MAT 121 NUMBERING SYSTEM AND BOOLEAN ALGEBRA 4 0 4

A cursory treatment of the base-ten numbering systems; functional introduction to numbering systems with bases other than 10; transformation from one system to another; fundamental operation in systems other than the decimal; a detailed study of the binary system in relation to machine calculations; principles of Boolean Algebra and its contribution to digital devices and data processing. Prerequisite: None.

MAT 200 ELEMENTARY STATISTICS 3 0 3

A course designed to give the fundamentals of modern statistics. Emphasis will be placed on statistical inferences rather than on proofs. Topics are: frequency distributions, measures of central tendency, bariations, probability, sample spaces, analysis of data, and interpretation of data. Prerequisite: MAT 112.

MAT 211 CALCULUS AND ANALYTIC GEOMETRY 5 0 5

A continuation of analytic geometry begun in Mathematics 118. It will include a thorough study of curves, rates of change, and differentiation. Prerequisite: MAT 118.

MAT 212 CALCULUS AND ANALYTIC GEOMETRY 5 0 5

A study of the integration theory, Rolle's theorem, mean value theories, integration of functions, transcendental functions, vectors, and advanced topics of analytic geometry. Prerequisite: MAT 211.

MAT 213 CALCULUS AND ANALYTIC GEOMETRY 5 0 5

A study of derivatives with polar coordinates, applications of definite integrals, advanced integration, partial differentiation, double integrals, and infinite series. Prerequisite: MAT 212.

MAT 214 STATISTICS 5 0 5

The theory of statistics and its application in modern business. Kinds of regularity that exist among random fluctuations. Experience in associating and using mathematical models to interpret physical phenomena and predicting the outcome of experiments related to practical business problems. Prerequisite: MAT 102.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MAT 1102 ALGEBRA 5 0 5

Basic concepts and operations of algebra; historical background of our base-10 number system; algebraic operations; addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variations; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 GEOMETRY 3 0 3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None.

MAT 1104 TRIGONOMETRY 3 0 3

Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems. Prerequisite: MAT 1102, MAT 1103.

MAT 1115 ELECTRICAL MATHEMATICS 5 0 5

An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping factoring; exponents, ratios and proportions, algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities. Prerequisite: None.

MAT 1116 ELECTRICAL MATHEMATICS 5 0 5

A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.

MAT 1119 MATH FOR PRACTICAL NURSING 2 0 2

This course covers basic arithmetic procedures: addition, subtraction, multiplication, division, fractions, percentages, ratios and proportions. A study of metric and apothecary systems of weights and measures is also included, along with Fahrenheit and Centigrade scales, solutions and dosages.

MECHANICS

MEC 111 INTERNAL COMBUSTION ENGINES I 4 2 5

Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection and reassembly of various engines. Prerequisite: None.

MEC 112 INTERNAL COMBUSTION ENGINES II 4 2 5

A study of tractor electrical systems, lubrication systems and lubricants. Prerequisite: AGR 111.

MEC 113 INTERNAL COMBUSION ENGINES III 4 2 5

Theoretical and practical study in correlating previous instruction by putting into practice engine operation, tuning and adjusting, including troubleshooting. This is performed in conjunction with the latest diagnostic equipment. Prerequisite: AGR 111, AGR 112.

MEC 115 HYDRAULIC SYSTEMS 3 2 4

The principles of hydraulics and their application to farm machinery. Components of tractor hydraulic systems, testing, maintenance and repair of hydraulic systems. Prerequisite: None.

MEC 116 APPLIED HYDRAULICS 1 4 3

A specialized study of tractor hydraulic systems with emphasis on demonstration, testing, maintenance, and repair of various systems. Class, laboratory, and field study of systems. Prerequisite: MEC 115.

MEC 118 SMALL ENGINES 2 4 4

This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines. Prerequisite: MEC 111, MEC 112, MEC 113.

MEC 210 POWER SYSTEMS 2 4 4

A comprehensive study of present-day automatic transmission, braking and steering systems which are found on tractors. Prerequisite: MEC 111, MEC 112.

MEC 211 DIESELS I 4 2 5

Basic agricultural diesel engine principles, engine structure study, relationship of parts, exhaust systems, and thermodynamics of combustion. Although the course will be primarily a study of all diesel engines, emphasis will be placed on those particular points of interest pertaining to farm diesels. Prerequisite: MEC 111, MEC 112, MEC 113.

MEC 212 DIESELS II 2 4 4

Disassembly and reassembly of laboratory engines that would include the inspection, diagnosis, repair, and final assembly of these engines. Engines are to be run-in on a dynamometer. Includes a study of diesel fuel systems. Prerequisite: MEC 211.

MEC 214 FARM MACHINERY 2 4 4

A study of the operating principles of simple farm implements. The selection, field operation, maintenance and repair of basic farm machinery such as plows, disks, harrows, and cultivators. Includes principles of design and mechanics, power supply, hitching, and economics of farm machinery use. Prerequisite: None.

MEC 215 DIESELS III 2 4 4

Care, repair, and selection of the larger units of farm equipment. Operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, cotton pickers and peanut harvesters will be included. Prerequisite: MEC 214.

MEC 216 CROP PROCESSING
AND HANDLING EQUIPMENT 3 2 4

A study of crop processing and handling equipment including drying and storage, materials handling, feed processing, tobacco harvesting and curing, cleaning and treating seeds, and farm transport equipment. Prerequisite: None.

MEC 220 PARTS AND SERVICE MANAGEMENT 3 2 4

A study of the principles, practices, and procedures in the efficient and profitable operation of the parts and service departments of a farm equipment retail business. Prerequisite: MEC 111, MEC 112.

MEC 242 POWER UNITS 3 2 4

Principles of operation of internal combustion engines and electric motors. Emphasis on mobile or portable power units. Prerequisite: PHY 101.

PHYSICAL EDUCATION

PED 111 PHYSICAL FITNESS (Men-Women) 1 1 1

A course which aids in developing a physically fit individual through physical activity. Emphasis is placed upon body mechanics and developing an appreciation of the value of exercise as well as an understanding of the physiological factors associated with total fitness.

PED 112 BASKETBALL (Men-Women) 1 1 1

Instruction in skills, rules and strategy for basketball. Emphasis on defensive and offensive play.

PED 113 TUMBLING (Men-Women) 1 1 1

Instruction in various phases of tumbling.

PED 211 VOLLEYBALL (Men-Women) 1 1 1

Course designed primarily to instill values of team play and group recreation.

PED 212 BADMINTON (Co-Educational) 1 1 1

Designed to instill and develop values of team play and partner activities. Emphasis placed on individual responsibility, cooperation, sportsman and self control.

PED 213 GOLF (Co-Educational) 1 1 1

Course designed for emphasis on theory, fundamental skills, golf etiquette, rules and strategy. Individual and group instruction; objective to enable student to make golf an adult recreation and leisure time activity.

PED 215 SWIMMING (Co-Educational) 1 1 1

Designed to cover all basic swimming fundamentals. Emphasis on the non-swimmers.

PED 216 ARCHERY (Co-Educational) 1 1 1

Instruction in basic skills of archery, selection and care of equipment.

PED 217 FOLK AND SOCIAL DANCING (Co-Educational) 1 1 1

Course designed to offer most of the basic group formation in folk dancing and the basic skills in the social dance.

PED 218 TRACK AND FIELD (Men) 1 1 1

A course designed to offer instruction in the running, jumping and throwing events.

PED 219 BOWLING (Co-Educational) 1 1 1

This is a course for beginning bowlers. Emphasis is placed on basic skills, scoring, equipment and facilities.

PHYSICAL SCIENCE

PSC 111 PHYSICAL SCIENCE I 3 3 4

A study of selected topics giving an integrated perspective of the physical science and man's relationship to his physical world. The first quarter includes elements of astronomy, geology and meterology, Selected topics from these areas are: The solar system, stars and galaxies, theories of the universe, rocks, minerals, landscape processes, structure of the earth, our atmosphere, winds and weather. Prerequisite: None.

PSC 112 PHYSICAL SCIENCE II 3 3 4

A continuation of PSC 111 with emphasis on elements of chemistry. Selected topics from this area are: atoms, molecules, elements, compounds, bones and structure, oxidation and reduction, ionization and radioactivity. Prerequisite: PSC 111.

PSC 113 PHYSICAL SCIENCE III 3 3 4

A continuation of the first two quarters of physical science with emphasis on elements of physics. Selected topics are: simple machines, energy, force and motion, heat, sound, optics, spectra, electrostatics, magnetism and electricity. Prerequisite: PSC 112.

PHYSICS

PHY 101 PHYSICS: PROPERTIES OF MATTER 3 2 4

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: None.

PHY 102 PHYSICS: WORK, ENERGY, POWER 3 2 4

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisite: MAT 101, PHY 101.

PHY 103 PHYSICS: ELECTRICITY 3 2 4

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course. Prerequisites: MAT 101, PHY 101, PHY 102.

PHY 211 GENERAL PHYSICS I 3 3 4

Modern concepts and principles of physics are presented in a logical sequence which shows the intimate relationship of classical physics to modern physics. Topics emphasized are: Nature of physics, structure and property of matter, kinematics, dynamics, conservation of energy, momentum and wave motion. Co-requisite: MAT 116, 117.

PHY 212 GENERAL PHYSICS II 3 3 4

A continuation of PHY 211 with emphasis on temperature and expansion, thermodynamics, theory of heat, electrostatics, magnetism and electricity. Prerequisite: PHY 211.

PHY 213 GENERAL PHYSICS III 3 3 4

A continuation of PHY 212 with emphasis on electromagnetic radiation, optics, the atom, and nuclear physics. Prerequisite: PHY 212.

PHY 1101 APPLIED SCIENCE 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases, basic electrical principles. Prerequisite: None.

PHY 1102 APPLIED SCIENCE 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

POLITICAL SCIENCE

POL 201 UNITED STATES GOVERNMENT 3 0 3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None.

POL 211 AMERICAN POLITICAL LIFE AND THOUGHT 3 0 3

The constitutional development of the government of the United States. Some emphasis will be given to the background of the Constitution as well as to its place in the demands of the changing times. The role of the President, Congress, and the Courts, as well as those of the electorate will be reviewed. Prerequisite: None.

POL 212 COMPARATIVE GOVERNMENT 3 0 3

A comparative study of the governments of the major Western Powers. Emphasis will be on those common elements of the respective governments which hinder and enhance the inter-workings of the governmental systems. Prerequisite: None.

PRACTICAL NURSING

PNE 1101 FUNDAMENTALS OF PRACTICAL NURSING 5 2 6 8

Designed to assist the beginning Practical Nurse student in acquiring knowledge basic to the development of skills needed for safe and effective bedside nursing care of patients in a state of dependency due to health deviation. Body mechanics for nurse and patient. Laboratory practice in daily hygienic care of patients' medical and surgical aseptic needs. Prerequisite: None.

PNE 1102 ANATOMY AND PHYSIOLOGY 5 0 0 5

A study of the general plan of the human body and the nine systems. Designed for understanding how the body functions, moves and stands erect, distributes food and oxygen and removes waste and provides for survival. Prerequisite: None.

PNE 1103 NUTRITION 3 0 0 3

Designed to give knowledge of the basic principles of nutrition for the nurse and patient. Also involves mechanics of digestion, absorption and metabolism, nutritional requirements for all age groups, and as modified by religion or culture. Prerequisite: None.

PNE 1104 GROWTH AND DEVELOPMENT 3 0 0 3

Designed to aim at a beginning understanding of self as a prerequisite for understanding the patient and his family. Presents the normal growth and development from birth to old age. Presents physical changes which occur with age as well as mental and personality changes. Prerequisite: None.

PNE 1105 VOCATIONAL ADJUSTMENTS I 2 0 0 2

Designed to acquaint the Practical Nurse student with her role as a student. Presents philosophy and objectives of the program. Brief background of history of nursing and the scope of modern nursing. Prerequisite: None.

PNE 1106 MEDICAL-SURGICAL I 4 2 0 5

Designed to give the student material basic to the beginning understanding of the nursing care of patients with common problems presented by illness. Processes of illness, diagnostic tests, physiologic reaction to pain, needs of patients with long term illnesses, rehabilitation, pre and post operative needs, anesthesia agents, and modification of diet for disease condition. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1107 MATERNITY NURSING I 2 0 0 2

Presentation of modern aspects of maternity nursing with emphasis on normal pregnancy—anterpartal care, labor and post-partal nursing needs and care of normal newborn. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1108 PEDIATRIC NURSING I 3 0 0 3

Presents the effect of a common or sub-acute illness of the child and the nursing needs which arise from hospitalization. Prerequisite: PNE 1101, 1102, 1103, 1104, 1105.

PNE 1109 CLINICAL EXPERIENCE I 0 0 21 7
(Medical, Surgical, Obstetrical, or Pediatric)

Beginning experiences in general hospital with opportunity to practice skills learned in the laboratory and understanding of role on the nursing team. Prerequisite. PNE 1101, 1102, 1103, 1104, 1105.

PNE 1110 MEDICAL SURGICAL II 5 0 0 5

Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Included are the disorders of the circulatory system and respiratory system. Prerequisite: PNE 1106.

PNE 1111 MATERNITY NURSING II 2 2 0 3

Designed to present selected abnormal conditions presented by the maternity patient and the newborn with emphasis on the role as an assistant to the registered nurse. Prerequisite: PNE 1107.

PNE 1112 PEDIATRIC NURSING II 2 0 0 2

Presents the seriously ill child with emphasis on his needs and the needs of the parents. Emphasis is placed on the assistant role and/or the role of the practical nurse on the health team. Prerequisite: PNE 1108.

PNE 1113 PHARMACOLOGY 1 0 0 1

Designed to present knowledge of sources of drugs, the classification and uses. Develop in the laboratory skills in giving of injections; insulin therapy. Prerequisite: PNE 1106.

PNE 1114 CLINICAL EXPERIENCE 11 0 0 21 7
(Medical, Surgical, or Pediatric)

Further experience in basic areas of medical, surgical, pediatric, or obstetric nursing. Emphasis on observation of signs and symptoms and assuming responsibility in reporting to head nurse. Prerequisite: PNE 1109.

PNE 1115 MEDICAL-SURGICAL NURSING III 11 0 0 11

Continue the study of the nursing needs of patients with disorders affecting the systems: Gastro-Intestinal, Muscular-Skeletal, Nervous, including eyes, ears, nose, and throat, endocrine, urinary and integrementary. Disaster and emergency nursing are also included. Prerequisite: PNE 1110.

PNE 1116 VOCATIONAL ADJUSTMENTS II 2 0 0 2

Designed to present further nursing ethics, medical-legal aspects of Practical Nursing and a study of the organizations for the graduate Practical Nurse. Prerequisite; PNE 1110.

PNE 1117 CLINICAL EXPERIENCE III 0 0 21 7

Continued experience in medical-surgical, pediatric and maternity nursing with emphasis on the role as an assistant to the professional nurse in caring for the seriously ill patient. All experience in the clinical area is under the supervision of the clinical teacher. Prerequisite: PNE 1114.

PSYCHOLOGY

PSY 106 APPLIED EDUCATIONAL PSYCHOLOGY 3 0 3

This course is specifically designed to aid the prospective teacher aide in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied classroom situations. It particularly emphasizes the intellectual, social, emotional, and physical factors of growth and development as these relate to the learning process. Prerequisite: None.

PSY 112 PERSONALITY DEVELOPMENT 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.

PSY 206 APPLIED PSYCHOLOGY 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as to worker and a member of the general community. Prerequisite: None.

PSY 214 INTRODUCTION TO PSYCHOLOGY 3 0 3

An introductory course in the study of the science of human behavior. The course is developed through personality theories, including cultural and social factors, motivation, the self, attitudes, and beliefs. Behavior is considered through heredity, environment, and physiological factors. The study includes the aspects of learning, individual differences, measurement, and evaluation. Prerequisite: None.

PSY 1101 HUMAN RELATIONS 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

READING

REA 100-101-102 READING IMPROVEMENT 1 1 1

A course in reading that takes the student at his level and systematically carries him through a variety of basic reading skills, study techniques and critical interpretation. Comprehension and rate are continually stressed. Prerequisite: None.

SOCIAL SCIENCE

SSC 201 SOCIAL SCIENCE I 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.

SOC 202 SOCIAL SCIENCE II 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: SSC 201.

SSC 205 AMERICAN INSTITUTIONS 3 0 3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.

SSC 211 MAN IN SOCIETY 3 0 3

A study of the interrelationships of geography, history, sociology, government and psychology, through readings, discussions, observations, and problems. Prerequisite: None.

SOCIOLOGY

SOC 103 THE COMMUNITY 3 0 3

An overview of the social and economic characteristics of the community and how these characteristics influence the educational system of the community. Prerequisite: None.

SOC 207 RURAL SOCIOLOGY 3 0 3

A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change. Prerequisite: None.

SOC 211 INTRODUCTION TO SOCIOLOGY 3 0 3

A general survey of sociology with emphasis on social interaction within the group and relationship of the individual to the society. Prerequisite: None.

SOC 212 SOCIAL PROBLEMS 3 0 3

A study of the major social problems in the United States today. Emphasis will be on the identification, classification, and possible solution to the respective problems. Prerequisite: None.

SOC 213 THE FAMILY IN MODERN SOCIETY 3 0 3

An indepth study of the role of the family in a highly fluid society. Prerequisite: None.

SPANISH

SPA 111 INTRODUCTORY SPANISH I 3 2 3

Pronounciation, vocabulary, and grammar are stressed. Prerequisite: None.

SPA 112 INTRODUCTORY SPANISH II 3 2 3

A continuation of Spanish 111 with a study of irregular preterites, imperfect, etc., on into subjunctive moods together with reading from selected short stories. Prerequisite: SPA 111 or its equivalent.

SPA 113 INTRODUCTORY SPANISH III 3 2 3

A follow-up of Spanish 112 from indicative and subjunctive moods. Reading, translation, dictation, conversation, and oral drills are stressed. Prerequisite: SPA 111, SPA 112, or their equivalent.

SPA 211 INTERMEDIATE SPANISH I 3 2 3

The course is designed to reinforce the knowledge of essentials from beginning Spanish through the aural-oral practice, both in classroom and laboratory. Prerequisite: Two units of high school Spanish

and a good score on Spanish test or SPA 111, 112, 113.

SPA 212 INTERMEDIATE SPANISH II 3 2 3

A continuation of SPA 211. Prerequisite: SPA 211.

SPA 213 INTERMEDIATE SPANISH III 3 2 3

A continuation of SPA 212. Prerequisite: SPA 212.

WELDING

WLD 119 TECHNIQUES OF WELDING 1 2 2

Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety, precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases and special electric welding machinery. Prerequisite: None.

WLD 1101 BASIC GAS WELDING 0 3 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.

WOOD UTILIZATION

WUT 131 WOOD ANATOMY AND IDENTIFICATION 5 2 6

The structure of the wood of commercial American species; importance of anatomical structure to properties and use of wood; identification based on anatomical features. Prerequisite: None.

WUT 135 LUMBER MANUFACTURING AND PROPERTIES 5 2 6

The manufacture, processing and grading of lumber; properties of wood involved in the use of lumber; laboratory field trips to local wood-using industries. Prerequisite: None.

WUT 200 INTERNSHIP 0 9 3

A student enrolled in this course will spend a summer quarter with a wood utilization employer, where he will receive training in various enterprises using wood. Training experience will be made

available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College. Prerequisite: Completion of First Year of the Curriculum.

WUT 231 FOREST PRODUCTS OTHER THAN LUMBER 5 2 6

The primary and secondary products of American forests (exclusive of lumber), their manufacture, economic importance and potential. Prerequisite: None.

WUT 233 STRUCTURES AND UTILITIES 3 2 4

Materials and methods of light construction; functional planning; sketching and layout; integral utility planning; water supply; waste disposal; lighting; electrical power and environmental control. Prerequisite: MAT 101.

WUT 239 WOOD SEASONING AND PRESERVATION 5 2 6

The seasoning and preservation treatment of wood; materials, equipment, and applied techniques. Prerequisite: None.

WUT 240 SECONDARY WOOD PROCESSING 5 2 6

Principles and methods of machining, gluing and finishing wood in the secondary wood-manufacturing industries. Prerequisite: None.

COLLEGE CALENDAR

1970 - 1971

FALL QUARTER 1970

September 3, Thursday	Orientation (New Students)
September 4, Friday	Registration
September 7, Monday	First Day of Classes
September 14, Monday	*Last Day for Registering or Adding a Course
November 18-20, Wednesday-Friday	Final Examinations
November 21-29	Thanksgiving Holidays

WINTER QUARTER 1970-1971

November 30, Monday	Registration
December 1, Tuesday	First Day of Classes
December 8, Tuesday	*Last Day for Registering or Adding a Course
December 19-January 3	Christmas Holidays
January 4, Monday	Classes Resume
February 24, 26, Wednesday-Friday	Final Examinations

SPRING QUARTER 1971

March 3, Wednesday	Registration
March 4, Tuesday	First Day of Classes
March 11, Tuesday	*Last Day for Registering or Adding a Course
April 9-12, Friday-Monday	Easter Holidays
April 13, Tuesday	Classes Resume
May 19-21, Wednesday-Friday	Final Examinations
May 22, Saturday	Commencement

*Penalty Fee for Registering After Classes Begin

SUMMER CALENDAR — 1971

Summer Quarter — Regular Term

June 7, Monday	Registration
June 8, Tuesday	First Day of Classes
June 14, Monday	*Last Day for Registering or Adding a Course
August,18-20, Wednesday-Friday	Final Examinations
August 20, Friday	Summer Quarter Ends

Summer Quarter — First Session

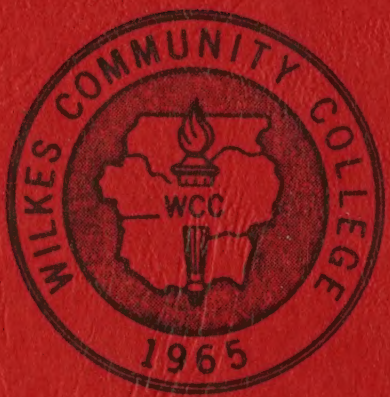
June 7, Monday	Registration
June 8, Tuesday	First Day of Classes
July 12-13, Monday-Tuesday	Final Examinations
July 13, Tuesday	First Session Ends

Summer Quarter — Second Session

July 14, Wednesday	Registration
July 15, Thursday	First Day of Classes
August 19-20, Thursday-Friday	Final Examinations
August 20, Friday	Second Session Ends

*Penalty Fee for Registering After Classes Begin

STATE LIBRARY OF NORTH CAROLINA
3 3091 00827 7295


WILKES COMMUNITY COLLEGE
WCC
1965